



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at the Ministry for Ethnic Communities

Principal Advisor, Corporate Services

Corporate Services

The Ministry is a Departmental Agency with the Department of Internal Affairs (DIA), as our Host Agency, providing core services such as IT platforms and systems including Finance and Human Resources. The Ministry supplements these services with a limited number of internal corporate staff who enable the Ministry to be more responsive and agile in providing advice and service direct to Ministry leadership.

The Principal Advisor, Corporate Services supports the Director, Corporate Services with

- Assisting in the production of external reporting activities such as the annual report; producing (with DIA) and analysing internal financial, and Human Resources related reporting.
- Co-ordinating strategy and business planning, organisational performance measurement and business improvement initiatives.
- Assisting in the annual review for the auditors.
- Providing advice to the Leadership team on strategic and business planning processes and performance measurements frameworks; and
- Delivering accountability activities including preparation for the annual review and select committee processes.

The Principal Advisor will build strong relationships in order to work effectively across the Ministry, with our business partners at DIA, and with other system stakeholders as required.

Reporting to:	Director, Corporate Services
Location:	Wellington
Family:	Corporate I
Salary:	Salary range \$111,458 - \$138,704

What we do matters – our purpose

The Ministry for Ethnic Communities is the Government's chief advisor on ethnic communities, ethnic diversity, and the inclusion of ethnic communities in wider society. We have four key functions.

- We provide advice to the system.
- We develop the evidence base.
- We broker conflict and convene stakeholders to resolve issues; and
- We foster a sense of belonging.

We work with communities, other Government agencies and a range of organisations to help increase social cohesion and ensure Aotearoa is a place where everyone feels welcome, valued, and empowered to be themselves. We also provide services and support directly to our communities.

The Ministry represents people who identify as African, Asian, Continental European, Latin American and Middle Eastern.

How we do things around here – our value



Wakakotahitanga
(*Inclusive*)
Unifying thought, opinion and action
for the collective good.



Ngākau Pono
(*Authentic*)
To act with integrity and sincerity.



Whakamanawanui
(*Courageous*)
Act valiantly and courageously.



Manaakitanga
(*Kind*)
Encompasses care and generosity,
for the purpose of nurturing relationships.

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As the Ministry is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders, and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Spirit of service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

How we work

As a Ministry:

- **We want to be a catalyst for change** – we will do this by getting the key issues for ethnic communities on the agenda of Government and the relevant agencies.
- **We want to harness and share knowledge** – we will do this by providing accessible, evidence-based insights and knowledge that can help inform discourse on inclusion and diversity.
- **We want to work in partnership with others** – we will do this by building relationships inside and outside government that bring the perspectives of ethnic communities into the advisory development process.
- **We want to support communities to be more empowered** – we will do this by facilitating and supporting development of community programmes that help to grow a more inclusive Aotearoa New Zealand.

What you will do to contribute	As a result, we will see
<p>Strategic Business Planning and Advice</p> <ul style="list-style-type: none"> • Co-ordinate the delivery of information required for annual financial planning, audit and budget processes. • Manage and coordinate the development of content from across the Ministry for input into the strategic business plans. • Maintain business planning processes to enable effective long-term planning. • Provide high quality, strategic and business planning advice to Ministry leaders. 	<ul style="list-style-type: none"> • Strategic and business planning processes are efficiently managed and effectively integrated into the Ministry’s planning process.
<p>Performance Reporting</p> <ul style="list-style-type: none"> • Coordinate key accountability documents and other corporate information requests such as assigned OIAs and PWQs. • Coordinate and deliver input into performance reporting processes such as annual reviews and hearing processes, including coordination and development of hot topics and mock hearings. • Provide advice to develop, implement and continuously improve performance reporting, accountability processes and risk management practices. • Support the development of the annual performance framework including key indicators and performance data to support performance measurement. • Co-ordinate activities to monitor and report on 	<ul style="list-style-type: none"> • Timely and quality responses to accountability and corporate information requests. • Performance reports are completed to a high standard within required timeframes, and processes are fit-for-purpose. • MEC leaders are well informed regarding financial and people performance.

What you will do to contribute	As a result, we will see
<p>progress against the Ministry’s Statement of Intent and annual work programme.</p> <ul style="list-style-type: none"> • Work with DIA business partners to ensure the delivery and analysis of financial reporting to Ministry timetables. 	
<p>External Reporting</p> <ul style="list-style-type: none"> • Liaise internally and with DIA Business Partners to co-ordinate information required to produce the annual report. • Assist in the development of other accountability documents (such as our performance narrative and “bubble diagrams”). 	<ul style="list-style-type: none"> • Timely and quality input for external reporting requirements is delivered.
<p>Risk Management and Compliance</p> <ul style="list-style-type: none"> • Maintain and report on Ministry risk management processes and the risk register. • Collaborate and co-ordinate with the Host Agency Risk team on reviews and reports related to MEC. • Contribute to the implementation and maintenance of appropriate Emergency Management and Business Continuity plans. • Assist leaders to ensure that the Ministry complies with requirements for records management. 	<ul style="list-style-type: none"> • Risk and assurance processes are visible, well managed and meet Ministry requirements. • High level of contribution to Disaster Recovery and Business Continuity Planning.
<p>Relationship Management</p> <ul style="list-style-type: none"> • Maintain effective working relationships and interfaces with DIA Business Partners. • Represent the Ministry on relevant projects. 	<ul style="list-style-type: none"> • Effective relationships are developed and maintained with DIA service partners that contribute to the success of the Ministry.
<p>Health and Safety (for self)</p> <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm. • Report all incidents and hazards promptly. • Know what to do in the event of an emergency. • Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work. • Health and safety guidelines are followed. • All staff understand their roles and responsibilities in relation to wellbeing, health, safety and emergency management.

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Deputy Chief Executive and ELT	✓					✓
	SLT	✓	✓				✓
	Staff and MEC Leaders	✓	✓	✓	✓		✓
External	Central agencies				✓		✓
	Other government departments		✓	✓	✓		
	Relevant networks and professional associations		✓	✓	✓		

Your delegations

Human Resources and financial delegations	Z
Direct reports	Nil

Your success profile for this role

At MEC, we have a Capability Framework to help guide our people towards the behaviors and skills needed to be successful. The core success profile for this role is [Specialist](#).

Keys to Success:

- Problem solving
- Critical thinking
- Interpersonal savvy
- Navigating complexity
- Communicating with influence
- Technical and specialist learning

What you will bring specifically

Experience:

- Demonstrated experience in supporting the development and implementation of strategic and business plans.
- 10 years plus work experience and a history of achievement in providing high quality advisory services.
- Working in a diverse public sector organisation.

Knowledge:

- Understanding of the public sector accountability framework.
- Understanding of the political process and the role and place of public service agencies and a commitment to the overall goals and objectives of the New Zealand public services, including partnership with Māori in the context of the Treaty of Waitangi.

Skills:

- Well-developed strategic thinking and analytical ability.
- Strong ability to plan, prioritise and reprioritise own work and understand connections across team and

organisation.

- Ability to manage ambiguity and confidently use initiative when dealing with a broad range of complex, evolving information.
- Strong relationship management skills with the ability to establish and maintain a wide range of effective relationships.
- Ability to use initiative with self-awareness of when to seek input from others and escalate matters.
- Strong communication skills (written and oral) with the ability to communicate with credibility and convey information to a range of audiences, including tailoring information so it is fit for purpose.
- Evidence of excellence in communication and negotiation, especially in complex settings and in a cross-cultural environment.

Other requirements:

- Tertiary qualification in relevant discipline such as public policy or business studies and equivalent experience.