Manatū Wāhine
Ministry for Women

Position Description

Position:	Kaiārahi Tuarua - Work Programme Lead, Mana Wāhine Kaupapa Inquiry
Reporting to:	Kaiārahi, Mana Wāhine Kaupapa Inquiry Manager
Location	Wellington
Tenure	Permanent
Pay Band:	6

Te Aronga o te Ratonga Tūmatanui/ Public Service Purpose

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i ōna 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.

Our Role, Purpose, and Vision

We are the Government's principal advisor on improving the lives of wāhine women and kōtiro girls in Aotearoa New Zealand. This sees us provide system leadership, working across government and with a range of partners and groups to improve outcomes for wāhine women and kōtiro girls. Our people are crucial to achieving our strategic outcomes set out in our Strategic Intentions document.

Our work currently focuses on achieving four strategic outcomes:

1. **Economic Empowerment** - Ensuring all women and girls have economic security and independence
2. **Representation and leadership:** Building meaningful participation for women and girls at every level of society
3. **Safety** – Supporting women and girls to be safe from all forms of violence
4. **Wellbeing** – Supporting women and girls to have good health and wellbeing

Position Purpose

The purpose of this role is to lead the delivery of the Mana Wāhine Kaupapa Inquiry work programme, ensuring high quality, timely outputs. The role provides clear direction, establishes effective programme governance and delivery systems and provides expert advice to senior leaders, Ministers and kaimahi across Manatū Wāhine.

The role also requires sound judgement and organisational awareness to act as a trusted adviser to the manager, provide visibility of programme performance, anticipate emerging delivery pressures, recommend options, coordinate priorities and resources, and provide continuity of programme leadership when required while respecting the manager's formal accountabilities.

Key Result Areas The

Focus	Responsibility
Inquiry Work Programme Delivery	• Develop high quality, robust and objective inquiry related advice for management and leadership team • Develop frameworks to assess inquiry claim issues and report on key findings. • Draft inquiry updates, briefings and other forms of communication required for the leadership team and Minister(s) • Consult with key stakeholders to gather information which will be relevant for the hearings phase of the inquiry. • Work closely with communications and engagement team to provide regular hearings phase progress updates on our intranet and website. • Oversee the claimant funding process including monitoring and provide regular report updates to the leadership and finance team. • Assess information requests and draft quality and timely responses. • Keep abreast of the latest research developments which are relevant to the key claim issues within the inquiry
Stakeholder Engagement	• Establish and maintain good working relationships with the kaupapa inquiry inter-agency working group, Joint Research Committee (JRC), Crown Law Office and Manatū Wāhine kaimahi. • Act as a proxy member of JRC as and when required. • Provide procurement support when commissioning experts for research projects. • Maintain knowledge and awareness of changes to our stakeholder relationships and ensure there are appropriate change processes in place.
Coaching and Development	• Provide day-to-day support, guidance and training to kaimahi, including regular technical feedback. • Work closely with the manager to provide support to staff so they can achieve their career development goals • Actively support and promote a positive workplace culture • Lead by example and role model professional behaviours
Strategic leadership	• Contribute thought leadership and expertise to the Ministry vision and strategy.

Focus	Responsibility
	• Identify emerging issues and risks for our current and future strategic direction and propose sound solutions. • Bring a future focus to our work that looks ahead beyond the immediate work programme and issues of today.
Delivery and Impact	• Oversee the quality of our work programme delivery with regular check-in hui. • Lead and manage the delivery of assigned projects using appropriate project management methods and matrix approach. • Provide regular updates of the inquiry work programme through the 90-day planning and regular annual reporting.
General	• Support and contribute to appropriate Ministry-wide projects as required. • Promote health and safety of all staff and stakeholders engaged with the Ministry. • Undertake additional responsibilities as requested.

Key Functional Relationships

Internal:

Te Tumu Whakarae mō te Wahine - Chief Executive

Members of the Leadership Team

Members of the Engagement, Policy and Delivery Group

Other Manatū Wāhine kaimahi

External:

Government agencies including:

- Te Puni Kōkiri
- Waitangi Tribunal
- Crown Law Office
- Joint Research Committee

Groups focused on wāhine Māori interests

Person Specification

- Tertiary qualification in a relevant discipline (i.e. public policy, law, people leadership) or suitable relevant experience in Waitangi Tribunal Inquiries and/or advisory work in the public sector)
- Significant depth and breadth of experience in matters related to the Waitangi Tribunal and inquiry processes to inform the development of advice, cabinet committee papers, and briefing papers
- Experience and high degree of comfort working in Māori environments
- Significant experience and/or academic training in research, including familiarity with research methodologies
- Extensive knowledge of the public sector environment and proven experience working on cross-government issues and across the legislative cycle

- Strong analytical skills and the ability to think clearly, and to write accurately and succinctly under pressure
- Adaptability to cope with changing demands and emerging requirements
- Strong relationship management and communication skills and the ability to collaborate effectively with others
- Strong influencing skills and the ability to tailor communication styles to suit different audiences (including legal representatives, Claimants, Ministers, and researchers).
- Professional capacity and credibility to take a technical leadership role in significant projects

Capabilities

1. Leadership

Te Kawa Mataaho Leadership Success Profile (LSP) describes what 'good' leadership looks like at all levels within the New Zealand public sector.

While your role is not a people leadership role, the following leadership characters are important.

Leadership Characters
Curious
Honest and courageous
Resilient
Self-aware and agile

You can find further information on the LSP here: Leadership Success Profile

2. Māori Crown Relations

The Māori Crown Relations Individual Capability Framework describes what Māori Crown relations skills are needed across New Zealand's Public Service.

In addition to core focus competencies for the Ministry, specialist competencies will be required.

Other Requirements

You are required to comply with the standard operating requirements of Manatū Wāhine, i.e. you must comply with all the health, safety & wellbeing standards, financial, people, legal and other delegations set out in Standard Operating Procedures, policies and instructions (refer to the Intranet for further information).

Changes to Position Description

Positions at the Ministry may change over time as it evolves and priorities change. Responsibilities may change as the job evolves over time and the manager of this position may initiate such change as necessary.