



## Deputy Chief Executive Outreach and Innovation

**Location:** Wellington

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## About the Ministry

### Our Purpose

Whaikaha | Ministry of Disabled People (the Ministry) is the steward of the disability system across government. It is committed to ensuring New Zealand is a place where disabled people thrive. Whaikaha was established as a standalone Ministry in December 2024 to provide five key functions:

- System leadership and facilitating societal change
- Strategic policy advice on matters affecting disabled people
- System-level monitoring
- Disability information and advice
- Manage government relationships with disabled people

## **Accessibility**

We believe in a diverse and inclusive Ministry that reflects the communities we serve. We care about the wellbeing and success of our people and provide a supportive and inclusive working environment where people can thrive and be who they are.

## **Te Tiriti o Waitangi**

We have a firm commitment to te Tiriti o Waitangi, which means we are committed to giving effect to te Tiriti o Waitangi through building rangatiratanga, kāwanatanga and ōritetanga. The Ministry works to partner with and give effect to the voice of Māori, tāngata whaikaha me o rātou whānau. The Ministry works to support tāngata whaikaha Māori, whānau, hapū, Iwi and communities to enable their good life and aspirations.

## **About the Deputy Chief Executive roles**

Deputy Chief Executives are Enterprise Leaders who have collective responsibility across Whaikaha to ensure the organisation is performing for today and evolving for the future.

DCEs must work as a cohesive and connected team, bringing:

- A collective mindset, recognising the team is stronger together than the individuals; seeing their role as supporting and improving the performance of others; bringing a clear sense of purpose and ensuring everyone understands it to keep the organisation aligned; building teams and sharing resources in ways that strengthen the organisation as a whole; and considering how different people will respond to changes and work to bring everyone on board.
- Constructive openness, actively seeking opportunities to improve the broader organisation, they are quick to recognise their colleagues' achievements and are proactive in offering help and support to others. They seek to understand and assume positive intent, asking clarifying questions and probing for the underlying thinking of their colleagues rather than jumping to conclusions.

- An enterprise focus, modelling shared accountability and ensuring that all parts of the organisation work together toward the same goals; they speak up when they feel a decision may not benefit the organisation or its key stakeholders; they build strong systems that value different viewpoints to support robust decision making.
- A collaborative leadership style, connecting with their teams to improve performance rather than just directing them; they ensure their own teams achieve their goals while also supporting other teams in reaching their broader organisational objectives; they show interest in understanding the business beyond their own area, and seek feedback from outside sources, using this information to make informed decisions.

While accountable for specific functional areas, DCEs are in addition accountable for cross-organisational portfolios of work designed to ensure they have both internal and external functions, accountabilities, and relationships. The nature and shape of the functions and portfolios are reviewed annually and dependent on the strategic priorities and demands of Whaikaha.

The DCE Outreach and Innovation will support the Chief Executive to provide disability system leadership across government and collaborate and influence across Aotearoa New Zealand, including through working with community, local government, non-government organisations and businesses to remove barriers and bringing about societal changes that improve the lives of disabled people. This includes:

- **Societal Change** - develop and deliver campaigns, products, tools, and information that support and encourage changing attitudes about disability and disabled people
- **Partnership and Voice** – partnering alongside disabled people, tāngata whaikaha Māori and their families to listen and understand their issues and concerns, and ensure these are included in decision making.
- **Community Engagement** - building and sharing best practice approaches for engaging with tangata whaikaha Māori and disabled people, including support for other government agencies seeking to include disabled voices in government decision making and advice
- **Relationship and Stakeholder Engagement** – Develop and lead a stakeholder engagement programme that supports Whaikaha priorities, including the tools, guidance and approaches that enable strong relationships to flourish

- **Communications** – Lead and deliver external and internal communications and media management support to the Ministry,
- **Ministerial Services** – support and assist Ministers, the leadership team and Ministry staff when responding to public interest in the work of the Ministry

As a senior member of the Ministry's leadership team, the Deputy Chief Executive Outreach and Innovation has a shared responsibility and focus to develop and drive the Ministry's strategy, to ensure that the different parts of the Ministry work effectively together, to comply with all relevant legislation and regulations, and to contribute to the Ministry's achievement of high levels of overall performance. The incumbent will need to work closely with the Chief Executive and in partnership with members of disability communities and their families to work to create a non-disabling Aotearoa New Zealand both across the Ministry as a whole and within the Outreach and Innovation group.

The following delegations apply to this position:

- Human Resources – level 2
- Financial – level 2

## **Your place in the Ministry**

The Deputy Chief Executive Outreach and Innovation reports to the Chief Executive. The position is responsible for leading and managing the Outreach and Innovation group.

## **Key responsibilities**

### **Senior Management Leadership and Strategy**

The DCE will participate and fully contribute to the development and achievement of the Ministry's:

- Vision, strategy and values
- Chief Executive's performance agreement
- Statement of Strategic Intent (SOSI)
- strategic and policy objectives, and
- key priorities, plans and deliverables.

Central to this will be the development, implementation and monitoring of strategies and programmes for the Outreach & Innovation group.

The DCE is:

- Responsible for championing the Ministry, building strong internal and external relationships, modelling the values and vision, demonstrating leadership, and gaining the commitment and support of managers and staff for the Ministry's directions and decisions.
- Responsible for providing the CE and leadership team with specialist advice and counsel on all matters relating to the building a capable organisation which is operationally effective. The DCE O&I will develop a thorough understanding of all key operational areas within the Ministry, provide advice and make a valuable contribution to collective decision making for areas outside of their immediate area of responsibility and expertise.
- Accountable, along with the Chief Executive, for providing advice and services to the appropriate Ministers.
- Expected to represent the Ministry and, from time to time, the Chief Executive, in forums that will contribute to the Ministry's reputation for excellence and expertise. This requires:
  - Representing the Ministry in a professional and competent manner.
  - Displaying professional and managerial leadership in the Ministry and areas of expertise.
  - Developing networks that enhance the Ministry's reputation for leadership, best practice and knowledge in the areas of responsibility.

### **People Leadership**

To deliver on the group's accountabilities and work programme, the DCE O&I will need to develop and lead a highly effective team of specialists who have the strategic and technical skills to support the whole Ministry and the group at all levels. This includes accountability for recruitment and guidance of this group and the development of centres of best practice, expertise and excellence in the various areas of the group. This will include:

- Maintaining an engaged, healthy and safe work environment for the group.

- Ensuring that the Outreach and Innovation group is structured to deliver, and that the managers have the support, motivation, skills, and ability to deliver on results in both their individual areas and shared group accountabilities. This comprises clear leadership and communications from each manager to their own team, and to their internal and external clients and stakeholders.
- Ensuring people's wellbeing and accessibility are at the forefront of decisions and approaches. This includes the provision of reasonable accommodations to enable people to perform at their best.
- Ensuring that a people capability plan, including talent and succession plans are in place for the group, that supports the achievement of the Ministry's goals and the objectives of the group. This plan will align to individual development plans.
- Build a performance culture within the group through team and individual performance management systems and practices, regular constructive feedback to each direct report and conducting formal performance reviews with them at least annually.
- Establishing strong team communication processes throughout the group.

### **Leadership and Stewardship across Government**

- Work closely with government agencies responsible for policy development and service provision that impacts on the lives of disabled people, tāngata whaikaha Māori and their families to ensure that their interests are considered.

### **Communications, Marketing and Engagement**

- Lead the Ministry's communications, marketing and engagement functions, including strategy, delivery and enhancing the reputation, trust and confidence in the Ministry.
- Generating and delivering creative and innovative ways to shift public perceptions and attitudes about disability and disabled people.
- Providing high quality and timely strategic and operational communications advice and support, for external and internal audiences.

- Creating a centre of excellence within Government for engaging with disabled people, including resources, toolkits and guidance for connecting with and amplifying the voices of tangata whaikaha Māori and disabled people across New Zealand.

### **Ministerial and Executive Services**

- support and assist Ministers, the Chief Executive, Leadership Team and Ministry staff when responding to public interest in the work of the Ministry, including Official Information Act requests and via channels such as Ombudsman and Disability Rights Commissioner and Privacy Commissioner complaints.
- Ensure that the accountability and transparency of the Ministry is maintained and accurately conveys Ministry information to the public in a timely manner.

### **Te Tiriti**

- Lead, advocate for, support and develop your understanding of the Ministry's commitment to the application of the articles of Te Tiriti o Waitangi across all roles and activities and encourage others to do the same.
- Ensure Te Tiriti is considered and included in appropriate ways across the course of your work activities and those of your team.

### **Embedding accessibility**

- Embed a culture of genuine accessibility within teams which works to actively identify and remove barriers to staff fully participating in the workplace and recognizes individual strengths and needs.
- Work with staff to ensure that reasonable accommodations needs are identified early, facilitated, and regularly reviewed to allow staff to work to their full ability and capacity.

### **Health, safety and security**

- Understand and implement your manager accountabilities as outlined in the Health, Safety and Security Accountability Framework.
- Ensure health, safety, security and wellbeing policies and procedures are understood, followed, and implemented by all employees.
- Actively engage in and demonstrate a pro-active approach to health and safety matters and reinforce that health and safety is everyone's responsibility.

### **Emergency management and business continuity**

- Take responsibility for emergency management and business continuity planning in the business group to ensure it is able to function to the fullest extent possible during and after a disruptive event.
- Ensure that policies and procedures encompassing emergency management, business continuity and crisis management arrangements are understood, followed, and implemented by employees.
- Actively engage in and demonstrate a pro-active approach to emergency management and business continuity planning.

## **Requirements of the role**

### **Technical/Professional Knowledge and Experience**

- To undertake this role successfully the incumbent will be a disabled person, or be able to establish credibility and trust with the disability community, as well as having empathy and a deep understanding of the unique and diverse experiences of disabled people.
- Extensive public sector leadership experience
- Strong working knowledge of the articles of Te Tiriti o Waitangi and their application within a public sector environment
- Politically astute with well-developed senior networks and the ability to work in partnership with other organisations in a variety of settings
- Strong people leader of a multi-disciplinary team
- Proven and successful record of developing and delivering organizational strategy and performance
- Proven and successful record of excellence in delivering operational services highly desirable
- Expertise in leading teams in a complex and demanding environment
- Sound ability to manage a team with technical expertise including communications, marketing, innovation, ministerials and stakeholder engagement
- Strategic planning and financial management skills, preferably within a public sector environment
- Sound knowledge of the Government's disability direction and policy priorities



- Extensive technical and professional experience and knowledge of disability
- Knowledge of machinery of government and public sector processes and systems

Given the size of the organisation, it is essential that senior leaders have practical expertise in at least one of the disciplines within their group, as they will be required to 'do' as well as lead.

### **Person Specification**

- Strategic leadership, conceptual thinking and openness to innovation
- Highly skilled communication, relationship management and partnering
- Managing in political and cultural contexts
- Commitment to achievement
- Honesty and integrity
- Welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
- Where possible must be willing to travel for work
- Must be able to obtain National Security Clearance – SECRET

### **Key Relationships**

#### Internal

- Chief Executive
- Leadership Team
- Other senior managers within the Ministry
- Office of the CE

#### External

- Ministers' Offices, especially Minister for Disability Issues
- Treasury and Department of Prime Minister and Cabinet
- Government agencies, especially social sector
- Communications and marketing community within New Zealand and abroad
- NGO, community, and iwi/Māori groups within New Zealand

### **Working in the Public Service**

Ka mahitahi mātou o te ratonga tūmatanui kia 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 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.

**Position Description Updated:** December 2024