

Group Manager Policy

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About Whaikaha - Ministry of Disabled People

Our Purpose

Whaikaha - Ministry of Disabled People is underpinned by Te Tiriti o Waitangi, Aotearoa New Zealand’s commitments under the United Nations Convention on the Rights of Persons with Disabilities along with the United Nations Declaration on the Rights of Indigenous Peoples. In addition, the vision and principles of Enabling Good Lives (EGL) and Whānau Ora are foundational to how the Ministry does its work.

Whaikaha is working in a tripartite approach, partnering with disabled people and tāngata whaikaha Māori. We are working with the community and their families so that their experiences can inform changes to the policies and practices which govern the disability sector. The goal is to enable disabled people and tāngata whaikaha Māori to make their own

decisions on the supports to live their own good life, enhancing their mana and self-determination.

Whaikaha will provide strong and focused leadership of the disability system across government through:

- Driving better outcomes with and for all disabled people
- Leading and coordinating cross-government strategic disability policy
- Working to deliver and transform disability support services, and;
- Progressing work on the broader transformation of the wider disability system

Accessibility

We believe in a diverse and inclusive Ministry which reflects the communities that 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 through building kāwanatanga, rangatiratanga and ōritetanga. Whaikaha works to partner with and give effect to the voice of Māori, tāngata whaikaha me o rātou whānau. Whaikaha works to support tāngata whaikaha Māori, whānau, hapū, Iwi and communities to enable their good life and aspirations.

About the role

The Group Manager Policy will provide exemplar strategic and people leadership and management to the Policy branch. They will successfully manage and monitor the quality of policy analysis and advice delivered to improve disability service outcomes for New Zealanders within a complex and challenging environment. Working closely with the leadership team the Group Manager will set the policy to ensure that strategies and policies align with Government policy objectives and reflect operational needs.

The following delegations apply to this position:

- Human Resources – level 4
- Financial

Your place in Whaikaha

The Group Manager Policy position reports to the Deputy Chief Executive Policy, Strategy and Partner Policy within the Policy, Strategy and Partner Business Group.

Key responsibilities

Policy Leadership

- Design and lead a disability policy work programme, that is consistent with the direction and priorities of the Government and the Ministry
- Support policy managers in setting team strategy to drive the delivery of high-quality policy advice
- Develop and lead intersectoral and interdepartmental work on critical disability policy areas
- Take a leadership role within Whaikaha by collaborating, participating and influencing
- Chair senior official groups as appropriate
- Provide strategic policy advice to the Deputy Chief Executive and wider Ministry
- Manage and monitor the quality of policy advice delivered by the Group
- Ensure the implications of the Treaty of Waitangi, Human Rights, Enabling Good Lives and equity considerations are fully addressed in policy work.
- Ensure the effective operation of systems and procedures to ensure the quality of the Unit's processes and outputs, and a joined up Whaikaha approach to policy development

Strategic Management

- Lead the strategic direction and planning of the branch and support the Deputy Chief Executive to achieve the vision of Whaikaha
- Responsible for ensuring the updating of a Policy branch strategic plan and delivering on its actions
- Consult and work proactively with stakeholders

- Establish and maintain sound working relationships with Minister(s), other government departments and agencies, non-government organisations, interest groups and other key stakeholders
- Participate in Whaikaha strategy and leadership forums
- Work across the Ministry to lead and ensure strong and appropriate linkages with and between projects, programme development, implementation, planning, funding and monitoring

People Leadership

- Maintaining a healthy and safe work environment for the group.
- Lead and support the pastoral and development needs of the branch, ensuring the appropriate capacity and capability for the group to contribute to the Whaikaha work programme and priorities
- Role model the Whaikaha values, vision and expectations and standards to drive and build the commitment and engagement of the branch
- Set clear goals for the branch that align with Whaikaha vision, Enabling Good Lives principals and founding documents
- Lead the Group in developing and implementing strategies that reflect operational requirements, and plans and policies that align with Government, Whaikaha and disability policy outcomes and outputs
- Develop and lead a highly effective team of policy professionals and experts who have the strategic and professional skills to lead policy strategy and contribute to the achievement of Whaikaha
- Ensure the group has a robust plan to build the capability of staff to meet current and future goals, and to deliver on the immediate and ongoing requirements of the branch's work programme
- Build an environment where continuous professional development is encouraged, admired and supported
- Ensure performance management for staff is carried out appropriately and within required timeframes

Risk management

- Identify any organisational risks and take action to minimise their impact
- Identify any financial risks, and ensure sound processes and systems are in place to manage those risks

- Ensure that appropriate risk management and monitoring strategies are in place in relation to contract management
- Keep the Deputy Chief Executive informed of any risk issues which may impact on the Ministry's reputation

Relationship Management

- Partner with the Principal Advisor Māori, to ensure the work programme reflects the crown's relationship with tangata whaikaha Māori and improve outcomes and equity
- Ensure all work reflects our responsibilities to the priority of equity and meeting Treaty obligations
- Build and maintain collaborative and positive relationships across Whaikaha, gaining commitment and support, to support the delivery and objectives of the team.
- Partner with tangata whaikaha Māori, disabled people and whānau to develop high trust, collaborative relationships that support development of policy advice that enables better outcomes for disabled people and family

Embedding accessibility

- Leading and embedding 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.
- Working with staff to ensure that reasonable accommodations needs are identified early, facilitated, and regularly reviewed to allow staff to work to their full potential.
- Ensuring work outputs and deliverables are accessible and available in alternate formats as much as possible.

Embedding te ao Māori

- Advocate for, support and develop your understanding of Whaikaha 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 o Waitangi is considered and included across the course of your work activities and those of your team.

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.

Emergency management and business continuity

- Take responsibility for emergency management and business continuity confirming management of the critical functions that satisfy legislative, regulatory and client obligations are in place 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.

Requirements of the role

- Advanced knowledge of the machinery of Government, risk management, commissioning services, managing at the political interface
- Significant experience in a senior level position with a wide span of control and leading leaders
- Sound knowledge of disability policy
- Sound knowledge of Government direction and policy priorities
- Broad/deep experience and skills in leading programmes and working at a strategic level
- The ability to work in a tripartite relationship with disabled people and Tangata Whaikaha Māori
- Knowledge about the support and implementation of cross-sectoral key strategic approaches
- Knowledge of Government and State Sector processes and systems desirable
- Well-developed understanding of Te Tiriti o Waitangi and associated government policy
- An understanding of the public sector environment and the role, duties and expectations of public servants
- To undertake this role successfully the incumbent will be a disabled person, or have credibility and trust with the disability community, or a commitment to understanding the unique and diverse experiences of disabled people

- Detailed knowledge of and experience in acting in an advisory capacity to Ministerial parties, central agencies and a variety of business units
- A high level of technical and professional knowledge in job-related areas

Key relationships

Internal

- Deputy Chief Executive Policy, Strategy and Partnership
- Policy team
- Staff and managers across the Ministry

External

- Ministers' Offices
- Tripartite partnership forums
- Disability community partnership groups and DPOs
- Disability NGOs
- Disability and social policy academic communities
- Iwi networks and Māori interest groups
- Disability sector providers and representative groups
- Local government and community groups
- Other government agencies
- Key international government and non-government agencies

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 hāpori, 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: October 2022