

He Whakamārama mō te Tūranga Position Description



Te Kawa Mataaho
Public Service Commission



**DEPARTMENT OF THE
PRIME MINISTER AND CABINET**
TE TARI O TE PIRIMIA ME TE KOMITI MATUA

Te Tūranga Position	Te Tumu Whakarae mō te Tari o Te Pirimia me te Komiti Matua Secretary of the Department of the Prime Minister and Cabinet and Chief Executive
Te pokapū Agency	Te Tari o Te Pirimia Me Te Komiti Matua Department of the Prime Minister and Cabinet
This position is a member of the Public Service Leadership Team	

Te whāinga o te tūranga | Position purpose

The Secretary of the Department of the Prime Minister and Cabinet and Chief Executive (the Secretary of the DPMC) leads a department that plays a pivotal role in the coordination and integration of public service agencies' support for the Government, including the delivery of its priorities. The Department of the Prime Minister and Cabinet's (DPMC's) purpose is to advance a confident, well governed and secure New Zealand and support the effective conduct of executive government.

DPMC's principal role is the provision of advice on a daily basis to the Prime Minister and Cabinet on the issues that confront the Government, particularly its policy priorities and their timely and successful implementation across the Public Service. The Secretary of the DPMC is supported by the Policy Advisory Group in providing free and frank advice to the Prime Minister, and on occasion to other ministers, and leading initiatives as required.

DPMC includes the Cabinet Office, which acts as the Government secretariat, providing impartial services to the Executive Council, Cabinet and Cabinet committees. It supports a well-conducted government by advising on constitutional, policy and procedural matters, including relationships between the Executive, the Governor-General, and Parliament, the appointing of ministers and making of statutory appointments, and assisting the co-ordination of the legislation programme. It also administers the New Zealand Royal Honours System.

The Secretary of the DPMC leads the provision of strategic advice on security and intelligence matters to the Minister for National Security and Intelligence, including intelligence assessments, through the National Security Group. DPMC operates the Officials' Committee for Domestic and External Security Coordination (ODESC) system, chaired by the Secretary of the DPMC, and supports the operation of the National Security Board (NSB) and the Hazard Risk Board (HRB).

The Secretary of the DPMC is accountable for the provision of administrative and support services for the Governor-General through Government House. This includes the functioning and maintenance of the official residences and grounds.

The Secretary of the DPMC employs approximately 450 staff located in Wellington, Auckland, and Christchurch (including approximately 165 in National Emergency Management Agency) and oversees appropriations totalling approximately \$147m (2023/24 financial year).

DPMC is the host agency for the National Emergency Management Agency and the Cyclone Recovery Unit.

Ngā haepapa | Accountabilities

<p>Ngā take mātāmua me mātua whai e angitu ai Critical success priorities</p>	<p>The Secretary of the DPMC is expected to direct their effort and achieve success in the following areas:</p> <ul style="list-style-type: none"> • help shape, deliver, measure and communicate the Prime Minister’s and the Government’s priorities by working with, through and across agencies. • provide support across the Public Service to help other agencies deliver and implement the Government’s priorities in a timely, effective and efficient manner. • ensure New Zealand’s executive government is trusted, transparent and enhances our nation’s reputation through the Governor-General being well supported. • lead and support the public service to provide free and frank advice to Ministers and contribute to building system policy capability. • work with the Prime Minister’s Office, the Parliamentary Counsel Office, the Leader of the House, Ministers and agencies to ensure that the Government’s legislative programme is scheduled efficiently, taking into account the time sensitivity and complexity of the initiatives. • exercise leadership across the national security sector while also progressing broader work on the future of the national security and hazards-risk systems. • co-ordinate and support the All-of-Government response to the Royal Commission of Inquiry into the terrorist attack on Christchurch masjidain, including through leading a cohesive, risk based national security system that is stronger and more resilient.
<p>Te pokapū Agency</p>	<p>The Secretary of the DPMC is ultimately accountable to the Public Service Commissioner for their performance. On a day-to-day basis, the Secretary of the DPMC is responsible to the Prime Minister.</p> <p>The Secretary of the DPMC will:</p> <ul style="list-style-type: none"> • provide the Prime Minister with independent, accurate and timely advice on constitutional matters, on domestic and international issues, including on security and intelligence matters, and on matters the Prime Minister deems to have significance for the Government. • support other agencies across the Public Service to deliver and implement priority work. • work collaboratively with the Public Service Commissioner and the Secretary to the Treasury to ensure a consistent and aligned approach to public service system leadership. • ensure there is cohesion and capability across DPMC’s diverse business units so that DPMC functions as one agency. • provide foreign and domestic intelligence assessments. • provide co-ordination of preparedness and response to security crises emergencies and natural disasters. • ensure DPMC’s financial management and governance is sound and adheres to best practice. • be an exemplar for other agencies on protective security and ensure a sound approach to privacy matters.

	<p>The Secretary of the DPMC must perform the duties as set out in the Intelligence and Security Act 2017, the International Terrorism (Emergency Powers) Act 1987, and other relevant legislation.</p>
<p>Te pūnaha System</p>	<p>As a Public Service chief executive, the Secretary of the DPMC has the responsibilities, functions and duties as set out in the Public Service Act 2020, the Public Finance Act 1989 and other relevant statutes and legislation.</p> <p>As a member of the Public Service Leadership Team, the Secretary of the DPMC is responsible for providing strategic leadership that contributes to an effective and cohesive public service; working together to model leadership behaviours; and assisting the other members to fulfil their responsibilities.</p> <p>As a Public Service leader, the Secretary of the DPMC will:</p> <ul style="list-style-type: none"> • preserve, protect and nurture the spirit of service to the community that public service employees bring to their work • demonstrate and uphold the values of the Public Service as set out in the Public Service Act 2020 • uphold the Public Service principles of political neutrality, free and frank advice, merit-based appointments, open government, and stewardship, and ensure that the agency also does so • promote diversity and inclusiveness and have regard to the principle that, in order to achieve fairness in employment and a more flexible effective Public Service, it is desirable for the group comprising all public service employees to, as far as practicable, reflect the makeup of society • uphold the general responsibilities to the appropriate Minister, as set out in the Public Service Act 2020, including ensuring the integrity and conduct of the agency's employees • support the Crown in its relationships with Māori under te Tiriti o Waitangi Treaty of Waitangi by developing and maintaining the capability of the agency and the wider Public Service to engage with Māori and to understand Māori perspectives

Tūtohu Angitū | Leadership Roadmap

The Secretary for the DPMC must demonstrate applied experience across a number of the dimensions set out below:

<i>Priority 1</i> System Leadership	<i>Priority 2</i> Context Management	<i>Priority 3</i> Sector Experience	<i>Priority 4</i> Organisational Leadership
A proven track record of successful delivery and implementation across multiple workstreams and priorities.	Experience building effective relationships with Ministers, maintaining their trust and confidence and providing advice on complex situations.	An understanding of and ability to effectively use levers available to drive delivery across the Public Service.	Experience leading an organisation to deliver strategic impact and develop high quality advice.
Ability to drive performance and delivery through Public Service chief executives and agencies.	Experience managing complex issues effectively with agility, sound judgement, and astuteness.	Credibility to make strong relationships with stakeholders including with Ministers, chief executives and agencies.	Successful real-world executive experience to respond quickly and effectively to the numerous management challenges that arise in the course of business.
Experience working and influencing others to work across boundaries to achieve collective outcomes.	Solutions oriented with an ability to find innovative ways to get things done.	Credibility to perform the intelligence and security duties required in this role	Experience building high performing teams and lifting capability.
An ability to take a long term and strategic view of the public sector system alongside other central agencies.	An understanding of the Crown’s relationship with Māori, and an ability to engage with Māori and understand Māori perspectives.	Experience leading the development of high-quality advice across broad policy areas.	Ability to lead a Public Service agency delivering multiple functions that are efficient and effective.

Ngā hononga matua | Key relationships

Te Kāwanatanga Government	<ul style="list-style-type: none">• Prime Minister• Minister for National Security and Intelligence• Deputy Prime Minister• Minister of Finance• Minister for Digitising Government (in respect of cyber security policy)• Minister for Child Poverty Reduction• With the consent of the Prime Minister, the Secretary of the DPMC provides advice to other Ministers on policy co-ordination and administrative matters• The Secretary of the DPMC provides advice to the Intelligence and Security Committee of Parliament
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Te ratonga tūmatanui Public Service	<ul style="list-style-type: none">• Members of the Public Service Leadership Team• Public Service Commissioner• Secretary of the Treasury• Director-General of the New Zealand Security Intelligence Service• Director-General of the Government Communication and Security Bureau• Ministry of Defence
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Ngā iwi me ngā hapori whānui Iwi and wider communities	<ul style="list-style-type: none">• Māori, Pacific, ethnic and other communities, and the organisations that represent them• Business sector• Local government and community organisations, including NGOs• Emergency management sector, including central and local government
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Te taumata o te āheitanga Security Clearance	Appointment will be subject to a New Zealand Government Top Secret Special security clearance.
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Up to date information on DPMC is on its website: <https://www.dPMC.govt.nz>