

Reappointments of Secretaries and Chief Executives

Date:	14 February 2023		
To:	Hon Andrew Little, Minister for the Public Service		
Action Sought:	Sign and lodge the attached Cabinet Appointments and Honours Committee (APH) papers Forward a copy of the attached APH papers to the: <ul style="list-style-type: none"> • Prime Minister • Minister for Social Development and Employment • Minister of Justice 	Due Date	APH paper to be lodged by 16 February 2023
Cc:	Rt Hon Chris Hipkins, Prime Minister		
	Hon Carmel Sepuloni, Minister for Social Development and Employment		
	Hon Kiri Allan, Minister of Justice		
Report No:	2023 - 0026		
Contact:	Thor Gudjonsson, Deputy Commissioner, System and Agency Performance, 9(2)(a) privacy		
Encl:	Deputy Public Service Commissioner's Report "Reappointments of Secretaries and Chief Executives" Cabinet Lodging paper	Priority:	High
Security Level:	SENSITIVE-STAFF		

Executive Summary

- 1 In accordance with schedule 7 clause 4 of the Public Service Act 2020, Deputy Public Service Commissioner Helene Quilter intends to reappoint the following chief executives whose current terms end early in 2024:
 - Mr Andrew Lance Kibblewhite to the position of Secretary for Justice and Chief Executive Ministry of Justice;
 - Ms Debbie Ann Power to the position of Secretary for Social Development and Chief Executive Ministry of Social Development;
 - Mr Brook Francis Barrington to the position of Secretary of the Department for the Prime Minister and Cabinet and Chief Executive Department of the Prime Minister and Cabinet.

- 2 The appropriate Ministers have been briefed and are supportive of the proposals to reappoint these Chief Executives.
- 3 In accordance with schedule 7 clause 7 (1) of the Public Service Act 2020, the Public Service Commissioner is required to consult with you and the Prime Minister before finalising the terms and conditions of employment for chief executives. Your office will soon receive a letter that details the relevant terms and conditions.

Recommended Action

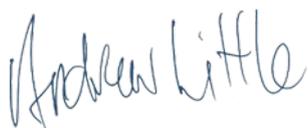
We recommend that you:

- a **sign and lodge** the attached APH paper for consideration by APH on 22 February 2023, regarding the reappointment of the following Chief Executives:
 - Mr Andrew Lance Kibblewhite to the position of Secretary for Justice and Chief Executive Ministry of Justice;
 - Ms Debbie Ann Power to the position of Secretary for Social Development and Chief Executive Ministry of Social Development;
 - Mr Brook Francis Barrington to the position of Secretary for the Department of the Prime Minister and Cabinet and Chief Executive Department of the Prime Minister and Cabinet.

Agree / disagree.

- b **agree** that Te Kawa Mataaho release this briefing once it has been considered by you and the reappointment process has been concluded, with information on current security clearances withheld due to reasons of privacy.

Agree / disagree.



Hon Andrew Little
Minister for the Public Service

15/2/23

Office of the Minister for the Public Service

Chair
Cabinet Appointments and Honours Committee

Reappointments of Chief Executives

- 1 In accordance with under schedule 7 clause 4 of the Public Service Act 2020, Deputy Public Service Commissioner Helene Quilter QSO has forwarded to me, as the Minister for the Public Service, recommendations for the reappointment of:
 - Mr Andrew Lance Kibblewhite to the position of Secretary for Justice and Chief Executive Ministry of Justice;
 - Ms Debbie Ann Power to the position of Secretary for Social Development and Chief Executive Ministry of Social Development;
 - Mr Brook Francis Barrington to the position of Secretary for the Department of the Prime Minister and Cabinet and Chief Executive Department of the Prime Minister and Cabinet.
- 2 I now submit the Deputy Public Service Commissioner's recommendations, attached under this coversheet, to the Cabinet Appointments and Honours Committee for consideration and referral to the Governor-General in Council, via Cabinet.
- 3 The appropriate Ministers and I have been consulted by the Deputy Public Service Commissioner about these reappointments.
- 4 The Deputy Public Service Commissioner will consult the Prime Minister and I before finalising conditions of employment for these Chief Executives, including their term of appointment, as required under schedule 7 clause 7(1) of the Act.

Recommendations

- 5 I recommend that Cabinet:
 - 1 **accept** the recommendation of the Deputy Public Service Commissioner to reappoint;
 - Mr Andrew Lance Kibblewhite to the position of Secretary for Justice and Chief Executive Ministry of Justice;
 - Ms Debbie Ann Power to the position of Secretary for Social Development and Chief Executive Ministry of Social Development;
 - Mr Brook Francis Barrington to the position of Secretary for the Department of the Prime Minister and Cabinet and Chief Executive Department of the Prime Minister and Cabinet.
 - 2 **refer** the recommendations and the attached curriculum vitae to the Governor-General in Council;
 - 3 **note** that the Deputy Public Service Commissioner is consulting with the Prime Minister and the Minister for the Public Service before finalising terms and conditions of employment for these Chief Executives;
 - 4 **note** that under the Act, the Deputy Public Service Commissioner is required to publicly announce appointments; and

SENSITIVE: STAFF

- 5 **note** that, subject to the Governor-General's acceptance of the Deputy Public Service Commissioner's recommendations, the Deputy Public Service Commissioner intends to:
- 5.1 publicly announce the reappointments in the New Zealand Gazette; and
 - 5.2 proactively release associated documents on Te Kawa Mataaho Public Service Commission's website.

Authorised for lodgement

Hon Andrew Little

Minister for the Public Service

Hon Andrew Little

Minister for the Public Service

Reappointments of Secretaries and Chief Executives

Proposal

- 1 There are three Public Service Chief Executive reappointments to be progressed early this year.
 - 1.1 Mr Andrew Lance Kibblewhite, Secretary for Justice and Chief Executive Ministry of Justice;
 - 1.2 Ms Debbie Ann Power, Secretary for Social Development and Chief Executive Ministry of Social Development;
 - 1.3 Mr Brook Francis Barrington, Secretary for the Department of the Prime Minister and Cabinet and Chief Executive Department of the Prime Minister and Cabinet.
- 2 Under schedule 7 clause 4 of the Public Service Act 2020 (the Act), the Deputy Public Service Commissioner may recommend to the Minister for the Public Service that an existing Public Service Chief Executive be reappointed for a further term. The Minister for the Public Service refers the Deputy Public Service Commissioner's recommendation to the Governor-General in Council, via Cabinet.
- 3 I have determined that these Chief Executives are continuing to meet the requirements of the positions they are in. Hence, I am recommending that they be reappointed for second terms. The recommended length of term has been assessed on a case-by-case basis considering factors relevant to the position and the Chief Executive.
- 4 Usual practice has been followed to make these decisions, including consultation with appropriate Ministers on the recommendations and any matters that should be taken into account in making reappointments. Position descriptions are appended to this report for your information.
- 5 Summarised curriculum vitae and recommendations for the Chief Executives to be reappointed, for execution by the Governor-General in Council in due course, are also attached. I propose that you forward these recommendations to Cabinet for consideration and referral to the Governor-General in Council.

Approach to reappointments

- 6 I have an obligation to give a Chief Executive written notice of a decision not to re-appoint at least six months before the expiry of their IEA (term end date). The Chief Executives have a good faith expectation that this notice period will be met and that recommendations will be taken to Cabinet well in advance of the six-month date.
- 7 The notice period for these three Chief Executives falls within the conventional period of restraint that successive governments have chosen to exercise coming up to an election.

Person	Term end	6 months out
Mr Andrew Kibblewhite , Secretary for Justice and Chief Executive Ministry of Justice	28/01/2024	28/07/2023
Ms Debbie Power , Secretary for Social Development and Chief Executive Ministry of Social Development	3/02/2024	3/08/2023
Mr Brook Barrington , Secretary for the Department of the Prime Minister and Cabinet and Chief Executive Department of the Prime Minister and Cabinet	28/01/2024	28/07/2023

- 8 Successive Governments have chosen to exercise this period of decision-making restraint in the immediate pre-election period (typically for three months), including in relation to significant appointments. Although they are not Government appointments, State Services Commissioners in the past have tended to take a cautious and similar approach where term start dates or recruitment processes for Public Service Chief Executives commence, in this period.
- 9 To provide certainty for Chief Executives, their agencies, the Government and the public, from continued stability and continuity of leadership, I have decided to make reappointment recommendations for these three positions (with term end dates early in the term of a new government, and notice periods falling in the conventional period of restraint), at this time well outside the election period.
- 10 These re-appointments are not Government appointments, and it is the date the decision is made (six-month notice period), rather than when the term start date happens to fall, that is critical. Following usual practice, tailoring recommendations to the roles (with respect to term lengths) and their incumbent Chief Executives, but making these decisions in a timely way well before the 2023 election maintains the political neutrality of these Chief Executive appointments. It also means that Ministers do not have to engage in the reappointment process during their period of restraint.

Reappointment of the Secretaries

- 11 My reappointment recommendations, summarised in the table below, are specific to each role and its context and take into account the ongoing leadership challenges for the Chief Executives.
- 12 In accordance with reappointment practice, I have determined that these three Chief Executives are meeting the requirements of their positions and are effective leaders of their agencies and the broader sectors and systems they are part of.
- 13 The reappointed Chief Executives will continue to exercise their stewardship responsibilities, deliver government priorities, and like their mid-term colleagues will respond to any changes in these that may arise from the election. These Chief Executives are longstanding public servants who have served different governments as senior leaders.
- 14 I have consulted appropriate Ministers to inform these decisions.

Recommendations

	Agency	Reappointment term	End date	Total time in role
Mr Andrew Kibblewhite	Ministry of Justice	3 years 3 months	2/05/27	8 years 3 months
Ms Debbie Power	Ministry of Social Development	3 years 6 months	1/08/27	8 years 6 months
Mr Brook Barrington	Department of the Prime Minister and Cabinet	12 months	28/1/25	6 years

Secretary for Justice

- 15 Mr Kibblewhite was appointed Secretary for Justice in 2019. Prior to this he was the Chief Executive, Department of the Prime Minister and Cabinet from 2012.
- 16 Since being appointed as Secretary for Justice and Chief Executive some of Mr Kibblewhite's achievements across his term include:
 - 16.1 Working closely with the Judiciary to oversee the delivery of essential Court services through COVID/lockdown and changes in alert levels, facilitating demand for online hearings and appearances. Courts remained physically open for priority proceedings throughout the pandemic. Other than for jury trials, COVID related court backlogs have been cleared.
 - 16.2 Providing policy support for legislative reform as part of COVID-19 response and recovery, including the passing of the COVID-19 (Courts Safety) Legislation Act, and ensuring consistency with Bill of Rights Act 1990.
 - 16.3 Supporting the delivery of the judicial process and providing operational leadership in complex situations such as the national emergency of Whakaari White Island and the Christchurch mosque terrorist attack.
 - 16.4 Implementing the Criminal Process Improvement Programme to tackle longstanding, sector wide contributors to court backlogs.
 - 16.5 Supporting the Electoral Commission to deliver the 2020 election, including implications of changing the election date and standing up a contingent workforce as a consequence of COVID-19.
 - 16.6 Providing policy development, advice, and other support for a wide range legislative reform including the passing of the Conversion Practices Prohibition Legislation Act 2022; cannabis and end of life referendums and legislation; Counter-Terrorism legislation; repealing the 3-strikes law; amending the Criminal Proceeds (Recovery) Act 2009; introducing the Criminal Activity Intervention Legislation Bill; and commencing the next periodic review of the Intelligence and Security Act, etc.
 - 16.7 Progressing electoral reform including initial legislative changes and establishing an independent electoral review panel to consider wider scale reforms.
 - 16.8 Supporting the Government response to Te Korowhai Ture ā- Whānau report and family court reform.

- 16.9 Supporting Te Puna Aonui (formerly the Family Violence Sexual Violence Joint Venture) Board and hosting the Business Unit. With the Justice Sector Leadership Board, leading the justice sector and the Ministry of Justice through the Budget 22 cluster pilot.
- 16.10 Investing to modernise Court infrastructure and services, including progressing Te Au Reka through the formation of a new Courts digital case management system.
- 16.11 Developing and implementing Whakaorangia te Mana Tangata, a whanau centred initiative, designed and delivered by iwi to support Māori offenders, victims and whānau through the court process.
- 16.12 Supporting the design and progress on Te Ao Mārama, led by the judiciary and supported by iwi Māori, to develop and implement a long-term vision for the District Courts, starting with the roll-out of Young Adult List Courts.

Secretary for Social Development

- 17 Ms Power was appointed Secretary for Social Development and Chief Executive Ministry of Social Development in 2019. Prior to this she was the Deputy State Services Commissioner from 2015.
- 18 Since being appointed as Secretary for Social Development and Chief Executive, some of Ms Power's achievements across her term include:
 - 18.1 Advancing the Government's Welfare Overhaul programme.
 - 18.2 Reducing barriers to employment, expanding employment and training services and delivering a range of programmes resulting in MSD's highest recorded result in moving clients off benefit and into work (over 2020/21 and 2021/22).
 - 18.3 Leading with Oranga Tamariki, a programme of work to improve how government agencies work with the social sector to commission services.
 - 18.4 Leading with the Ministry for Housing and Urban Development housing support for the most vulnerable and emergency housing.
 - 18.5 Responding to COVID-19 by quickly scaling up services to distribute the wage subsidy, leave support scheme, and a number of other COVID-19 relief supports.
 - 18.6 Progressing Te Pae Tawhiti MSD to design and lay the foundations to enable the reshaping of its service models.
 - 18.7 Supporting victims and families of the Christchurch Mosque terrorist attack.
 - 18.8 Delivering the Disability Action Plan, supporting the roll-out of the Enabling Good Lives approach to transform disability support services, and establishing Whaikaha Ministry of Disabled People in July 2022.
 - 18.9 Partnering in Te Aorerekura – the National Strategy to Eliminate Family Violence and Sexual Violence.
 - 18.10 Establishing of the Independent Children's Monitor and supporting its transition to a departmental agency in 2023.
 - 18.11 Coordinating the System Lead for the Regional Public Service Leadership framework to leverage and coordinate regional capability.

18.12 Leading partnerships with Māori and Iwi through her role in co-ordinating Accords with Iwi, as Chair of the Tūhoe Board and through initiatives such as the Murihiku Regeneration MSD Community Connection Service.

18.13 Improving frontline MSD services to ensure a safe and secure culture and environment at MSD for clients and staff.

Secretary for the Department of the Prime Minister and Cabinet

- 19 A shorter term of reappointment is proposed for the Chief Executive of the Department of Prime Minister and Cabinet. This position is particularly critical to prosecuting a policy agenda which is specific to the “Government of the Day” which shapes and controls its policy direction and priorities.
- 20 The Department of Prime Minister and Cabinet also supports the Prime Minister and the Government to exercise their constitutional roles and provides services and advice to ensure the effective functioning of executive government continues.
- 21 The fit between the “person specification” for the role and the leadership of the agency to deliver any new government’s priorities for its policy agenda is important and needs to be balanced with the requirement for continuity as a new government starts to execute those priorities. Rolling over this appointment for a shorter period of twelve months allows for continuity while leaving the substantive decision until later so that the full context of the role can be better understood.
- 22 Mr Barrington was appointed Secretary for the Department of the Prime Minister and Cabinet in 2019. Prior to this he was the Secretary for Foreign Affairs and Trade and Chief Executive, Ministry of Foreign Affairs and Trade from 2015-2019.
- 23 Since being appointed as Secretary for the Department of the Prime Minister and Cabinet and Chief Executive, some of Mr Barrington’s achievements across his term include:
 - 23.1 Supporting the Prime Minister’s response to the terrorist attack on the Christchurch masjidain in March 2019, including with the Secretary of Foreign Affairs and Trade, supporting the Prime Minister’s participation in the Call to Action Summit in Paris; coordinating the responses to the Royal Commission of Inquiry; managing the appointments to the Kāpuia Ministerial Advisory Group; and contributing to the establishment of the Centre for Countering Violent Extremism, based at Victoria University of Wellington.
 - 23.2 Following the Auckland 2021 terrorist event supporting the passage of the counter-terrorism legislation amendments.
 - 23.3 Supporting Ministers in delivering the Government’s COVID-19 response and recovery programme, including through building and implementing the COVID-19 All-of-Government structure; leading and coordinating the National Response Leadership Team; providing advice to Ministers; developing the COVID-19 protection framework, preparing for and responding to the omicron variant; and delivering on-going communications campaigns.
 - 23.4 Playing an important constitutional role in the 2020 general election.
 - 23.5 Leading the National Security Sector, including through his role as Chair of the Official’s Committee for Domestic and External Security Co-ordination (ODESC); overseeing the planning for machinery of government changes to the national security system; the development of a new national security strategy; and the development of the National Security Long-Term Insights Briefing.

- 23.6 Leading work to improve Aotearoa New Zealand's cyber security, including through establishing a work programme to address issues relating to misinformation and disinformation.
- 23.7 Standing up the Implementation Unit to monitor a selection of priority Government programmes.
- 23.8 Releasing the Child and Youth Wellbeing Strategy and the third annual Child Poverty Report.
- 23.9 Supporting the Government to give effect of the health system reforms, including hosting the Health Transition Unit and reviewing the Mental Health Package.
- 23.10 Finalising the last global settlement between the Crown and Christchurch City Council resulting from the Christchurch earthquakes; exiting the earthquake recovery work; and supporting the Public Inquiry into the Earthquake Commission.
- 23.11 Leadership of the arrangements, including public ceremonies, associated with the ascension of the King as Sovereign.

Future considerations

- 24 I have taken a principle-based approach to making these recommendations that aims to meet my employer obligations to Chief Executives, the maintenance of political neutrality (noting that these recommendations are the Commissioner's not Government's) and acting in accordance with usual practice for appointments.
- 25 A different approach would likely have been necessary if these were to have been new appointments. New appointees are untested in their positions and are less familiar with the responsibilities and requirements of the roles. Such appointments could be considered to require more consultation with the appropriate Ministers, and as specified in the Public Service Act 2020 more specific attention paid to matters raised by Ministers that the Commissioner must take into account in making an appointment. I have concluded that it is important that future Commissioners, Ministers and Chief Executives not be in the position of having to manage appointments that fall in election period. The recommendations in this paper move term end dates away from the 2026 election.

Terms and Conditions

- 26 The reappointment of the Chief Executives will be subject to 9(2)(a) privacy the appropriate security clearance.
- 27 As is required, I will consult with the Minister for the Public Service and the Prime Minister on the reappointment terms and conditions.

Publicity

- 28 Under the Act, I am required to publicly announce appointments and reappointments. As is the standard practice with Public Service Chief Executive reappointments, I intend to announce the reappointments in the New Zealand Gazette.
- 29 It is also my intention to publicly release associated documents, including this paper, on the Public Service Commission's website, as is the standard practice for Chief Executive reappointment recommendations. The documents will have any necessary redactions in accordance with the Official Information Act 1982.

Recommendations

I recommend that you:

Forward my recommendation to **reappoint for** referral to the Governor-General in Council;

29.1.1 Mr Andrew Lance Kibblewhite to the position of Secretary for Justice and Chief Executive Ministry of Justice, for a further term of three years three months, from 29 January 2024 to 2 May 2027.

29.1.2 Ms Debbie Ann Power to the position of Secretary for Social Development and Chief Executive Ministry of Social Development, for a further term of three years six months, from 4 February 2024 to 1 August 2027.

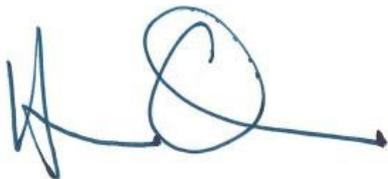
29.1.3 Mr Brook Francis Barrington to the position of Secretary for the Department of the Prime Minister and Cabinet and Chief Executive Department of the Prime Minister and Cabinet, for a further term of one year, from 29 January 2024 to 28 January 2025.

Note that curricula-vitae and warrants for reappointment are attached for referral to the Governor-General in Council;

Note that I will consult the Prime Minister and the Minister for the Public Service before finalising conditions of employment, including the term of reappointment; and

Note that subject to the Governor-General in Council's acceptance of my recommendation, I intend to:

- (1) Publicly announce the reappointments in the New Zealand Gazette; and
- (2) Proactively release associated documents on the Public Service Commission's website.



Helene Quilter
Te Pou Turuki mō Te Kawa Mataaho
Deputy Public Service Commissioner

IN-CONFIDENCE

CURRICULUM VITAE

Andrew Kibblewhite

Employment History

2019 - present	Ministry of Justice Secretary for Justice and Chief Executive
2012 - 2019	Department of the Prime Minister and Cabinet Chief Executive
2010 - 2012	The Treasury Deputy Chief Executive
2004 - 2010	Department of the Prime Minister and Cabinet Director, Policy Advisory Group
2004 (July to Nov)	Industrial Research Ltd General Manager R&D Operations, (secondment from Ministry of Research, Science and Technology)
2002 - 2004	Ministry of Research, Science and Technology General Manager, Strategic Development
2001 - 2002	The Treasury Public Sector Policy Coordinator
2001 (July to Dec)	Ministerial Advisory Committee Leader of the Secretariat supporting the Review of the Centre
1988-2001	The Treasury Policy and management roles

Academic Qualifications and Professional Development

1998	Master of Business Administration, Stanford University Arjay Millar Scholar
1996	Study undertaken as a Harkness Fellow
1993	Bachelor of Commerce and Administration in Economics, Victoria University of Wellington
1987	Bachelor of Science (Hons)

CURRICULUM VITAE

Debbie Power

Employment History

2019 - present	Ministry of Social Development Secretary for Social Development and Chief Executive
2015 - 2019	State Services Commission Deputy State Services Commissioner and Chief Executive
2012 - 2015	Ministry of Social Development Deputy Chief Executive, Service Delivery
2010 - 2012	Ministry of Social Development Deputy Chief Executive, Office of the Chief Executive
2007-2010	Ministry of Social Development Private Secretary
2006-2007	Ministry of Social Development Director Business Change, Work and Income
2005-2006	Job Centre Plus Efficiency Division (United Kingdom)
2001-2005	Ministry of Social Development Regional Commissioner Northland, Work and Income
1998-2001	Ministry of Social Development Regional Operations Manager Northland, Work and Income

Academic Qualifications, Professional Development and Professional Memberships

2017-2021	Member, Diversity Works Board
2017	Member, Leadership Development Centre (LDC) Board
2014-2017	Representative, International Social Security Association Asia Pacific
2012	Leading Organisational Change and Renewal Programme, Harvard Business School
2006	Executive Masters in Public Administration, Victoria University
2003	Graduate Diploma in Business Studies, Massey University

IN-CONFIDENCE

CURRICULUM VITAE

Brook Barrington

Employment History

- 2019 - present **Department of the Prime Minister and Cabinet**
Secretary for the Department of the Prime Minister and Cabinet and Chief Executive
- 2015 - 2019 **Ministry of Foreign Affairs and Trade**
Chief Executive and Secretary of Foreign Affairs and Trade
- 2012 - 2015 **Ministry of Justice**
Deputy Chief Executive
- 2009 - 2012 **Ministry of Defence**
Deputy Secretary, Policy and Planning
- 2006 - 2009 **Ministry of Foreign Affairs and Trade**
Ambassador to Thailand, Cambodia, Laos and Myanmar
- 2003 - 2005 **Department of Prime Minister and Cabinet**
Foreign Policy, Trade Policy and Defence Advisor
- 1999 - 2002 Deputy Head of New Zealand Mission to the European Union
- 1997 - 1999 **Ministry of Foreign Affairs and Trade**
Chief of Staff to the Secretary of Foreign Affairs and trade

Academic Qualifications and Professional Development

- 2011 Australia - New Zealand School of Government, Executive Fellows Programme
- 2006 Mt Eliza Executive Leadership Programme
- 1994 PhD (*New Zealand Foreign Policy 1944-1954*), Auckland University



Te Kāwanatanga o Aotearoa
New Zealand Government

The New Zealand Public Service

Mahi tōpū ai te Ratonga Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te whāinga o te Ratonga Tūmatanui, he tautoko i te kāwanatanga e whai ture ana, e whai ana hoki i te manaporitanga; he tuku kia whakawhanake, kia whakatinana hoki te Kāwanatanga o te wā me ō muri atu i ā rātou kaupapa here, he tuku i ngā ratonga tūmatanui e kairangi ana, e nahanaha ana hoki, he tautoko i te Kāwanatanga ki te whai i ngā painga mō te iwi kei te pae tawhiti, he huawaere i te āta whai wāhitanga o te kirirarau, he whakatutuki hoki i ngā mahi i runga i tā te ture i whakahau ai. E hirahira ana te wāhi ki a mātou i te tautokohanga o te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hāpori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o te Ratonga Tūmatanui.

The Public Service works collectively to make a meaningful difference for New Zealanders.

The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi (te Tiriti o Waitangi). Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the public service in our work.

He Whakamārama mō te Tūranga Position Description



Te Kawa Mataaho
Public Service Commission



Te Tūranga | Position **Te Tumu Whakarae mō te Ture | Secretary for Justice and Chief Executive**

Te pokapū | Agency **Tāhū o te Ture | Ministry of Justice**

This position is a member of the Public Service Leadership Team

Te whāinga o te tūranga | Position purpose

The Secretary of Justice and Chief Executive, Ministry of Justice (the Secretary for Justice) is the leader of the Justice sector agencies and chairs the Justice Sector Leadership Board. These agencies must work together to ensure a just society, underpinned by a safe and effective justice system. That system needs to protect New Zealanders' private and public rights, uphold the rule of law, promote public safety and be accessible to people regardless of their financial means.

The Ministry of Justice (the Ministry) has over 4,300 employees throughout New Zealand and is responsible for administering over \$1 billion in appropriations through both Vote Justice and Vote Courts. The Ministry is responsible for developing justice policy and advising on all justice related legislation and priorities, including that of the Crown entities under their portfolio.

The Ministry works within a complex environment and is responsible delivering court services and support for eight different courts, including the Supreme Court, Court of Appeal, Māori Land Court and Waitangi Tribunal. Within the justice sector, the Ministry is also responsible for providing the Public Defence Service, administering legal aid and contracting with non-governmental service providers supporting those going through the justice system.

The Ministry of Justice supports Ministers with high quality analysis and advice, strategy development and leadership for the justice sector. The Secretary for Justice has an important role in leading the sector, including:

- leading the co-ordination and alignment of justice related policies and strategies, through sector-wide collaborations, including as Chair of the Justice Sector Leadership Board and as Deputy Chair of Te Puna Aonui – the Joint venture for the Elimination of Family Violence and Sexual Violence.
- leading and managing the department, in support of the Government's priorities, and is responsible for ensuring that staff have the ability to perform duties and progress key work programmes in a safe and efficient manner.

Ngā haepapa | Accountabilities

Te pūnaha System	<p>The Secretary for Justice must perform the 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 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 for Justice will:</p> <ul style="list-style-type: none">• support the Crown in its relationships with Māori under te Tiriti o Waitangi and the 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• 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• preserve, protect and nurture the spirit of service to the community that public service employees bring to their work• uphold the public service principles of political neutrality, free and frank advice, merit-based appointments, open government, and stewardship, and ensure that the agency you lead does too• demonstrate and uphold the values of the Public Service as set out in the Public Service Act 2020• 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.
Te pokapū Agency	<p>The Secretary for Justice is accountable to the Minister of Justice for administering more than 200 pieces of legislation, including the Adoption Act 1955, Misuse of Drugs Act 1975, Official Information Act 1982, Human Rights Act 1993, and the Privacy Act 2020.</p> <p>The Secretary for Justice is also accountable for:</p> <ul style="list-style-type: none">• strengthening strategic leadership capability within the Ministry, with a particular focus on building a cohesive, mature senior leadership group, and establishing a consistent improvement in engagement• building and maintaining a stable, predictable, and effective relationship with the Judiciary, legal profession, victims, NGO providers, iwi, Māori and other sector players• advising the Government on strategies and policies across the Justice sector, ensuring a collaborative approach while leading and co-ordinating sector-wide initiatives to deliver a fiscally sustainable Justice sector• delivering excellent administrative support for the courts system and independent judicial decision-making, the collection of fines and reparations, service of court documents, and enforcement of civil judgment orders• effective monitoring of the Crown entities within the Justice portfolio and supporting Ministers in the appointments of approximately 120 – 140 statutory positions and 200 – 300 Justices of the Peace annually

	<ul style="list-style-type: none"> • administering the Legal Aid system to support people to access legal representation and advice • providing support as the host agency for the Office for Māori Crown Relations—Te Arawhiti • developing advice on new policy and reform and developing draft legislation • managing and maintaining the large property portfolio (as the majority of the courthouses are owned by the Government), balancing the need to improve and modernise facilities so they meet customers’ expectations of 21st-century service delivery • the organisational health, culture and capability of the Ministry. <p>Additionally, the Secretary for Justice is accountable to the Public Service Commissioner for meeting annual performance expectations.</p>
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Ngā hononga matua | Key relationships

Te Kāwanatanga Executive Government	<ul style="list-style-type: none"> • Minister of Justice • Associate Minister of Justice • Minister for Courts • Minister for Treaty of Waitangi Negotiations • The Attorney-General • Minister for Māori Crown Relations: Te Arawhiti • Minister for the Prevention of Family and Sexual Violence • Minister of Corrections • Minister of Police
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Te Kāwanatanga Wider branches of Government	<ul style="list-style-type: none"> • The Judiciary
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Te ratonga tūmatanui Public Service	<ul style="list-style-type: none"> • Members of the Justice Sector Leadership Board: New Zealand Police, Department of Corrections, Oranga Tamariki, Crown Law Office and the Serious Fraud Office • Members of Te Puna Aonui – the Joint Venture for the Elimination of Family Violence and Sexual Violence • Members of the Public Service Leadership Team • Te Arawhiti - Office for Māori Crown Relations • Ināia Tonu Nei • Crown entities within the Justice portfolio: Electoral Commission, Human Rights Commission, Law Commission, Independent Police Conduct Authority of New Zealand, and the Office of the Privacy Commissioner.
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Ngā iwi me ngā hapori whānui Iwi and wider communities	<ul style="list-style-type: none"> • Non-government organisations working in the Justice sector • Māori, Pacific, ethnic and other communities, and the organisations that represent them • Victims of crime • Business organisations
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- Legal profession and academia.

Te momo kaiarataki e whāia ana | Leader profile

Te kaiaratakinga | Leadership

Excellent leadership by public service chief executives is essential for a high performing, professional and world class Public Service. Underpinning chief executive leadership is the requirement to adhere to the standards of integrity and conduct and the higher bar expected of chief executive behaviour.

As set out in the Public Service Act 2020, chief executives are required to proactively promote stewardship of the Public Service, including of its long-term capability and people, institutional knowledge and information, system and processes, assets and the legislation they administer.

As stewards of the system, chief executives are responsible for achieving cross-agency, sector and system results by leading, collaborating and exerting their influence in a cohesive way across boundaries and ensuring their staff have both the authority and motivation to do likewise.

Ngā take mātāmua me mātua whai e angitu ai | Critical success priorities

The Secretary for Justice's critical success priorities are:

- leading the sector as Chair of the Justice Sector Leadership Board, focused on working together to make New Zealand safer and to deliver accessible justice services and better outcomes for all New Zealanders
- delivering timely court services, with the support of the judiciary, for the Supreme Court, Court of Appeal, High Court, District Courts, Coroners Court, Environment Court, Employment Court and Māori Land Court
- applying innovative thinking and evidence-based decision making to improve both case clearance times and the backlog and access to justice
- ensuring victims of crime receive appropriate services and support
- supporting the work of Te Puna Aonui – the joint venture for the elimination of family violence and sexual violence to deliver on the National Strategy Te Aorerekura
- developing policy for legislative reform, including in the electoral, criminal, family and civil areas
- continuing to strengthen relationships with the judiciary and support the judiciary in its role to carry out their independent judicial functions
- building capability to engage with and partner with Māori and honouring responsibilities to Māori

e taumata o te āheitanga | Security Clearance

Appointment will be subject to a New Zealand Government **Top Secret** security clearance.

Up to date information on the Ministry of Justice outcomes, organisational structure, dimensions and appropriations can be found on the website <https://www.justice.govt.nz/about/> Other useful information is also available at the following links: Annual Reports: [link here](#) Strategic Intentions: [link here](#)



Te Kawa Mataaho
Public Service Commission

The New Zealand Public Service

Mahi tōpū ai te Ratonga Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te whāinga o te Ratonga Tūmatanui, he tautoko i te kāwanatanga e whai ture ana, e whai ana hoki i te manaporitanga; he tuku kia whakawhanake, kia whakatinana hoki te Kāwanatanga o te wā me ō muri atu i ā rātou kaupapa here, he tuku i ngā ratonga tūmatanui e kairangi ana, e nahanaha ana hoki, he tautoko i te Kāwanatanga ki te whai i ngā painga mō te iwi kei te pae tawhiti, he huawaere i te āta whai wāhitanga o te kirirarau, he whakatutuki hoki i ngā mahi i runga i tā te ture i whakahau ai. E hirahira ana te wāhi ki a mātou i te tautokohanga o te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hāpori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o te Ratonga Tūmatanui.

The Public Service works collectively to make a meaningful difference for New Zealanders.

The Public Service Act states that the purpose of the Public Service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi (te Tiriti o Waitangi). Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the Public Service in our work.

He Whakamārama mō te Tūranga Position Description



Te Kawa Mataaho
Public Service Commission



**MINISTRY OF SOCIAL
DEVELOPMENT**
TE MANATŪ WHAKAHIATO ORA

New Zealand Government

Te Tūranga | Position **Te Tumu Whakarae mō te Whakahiato Ora | Secretary for Social Development and Chief Executive**

Te pokapū | Agency **Te Manatū Whakahiato Ora | Ministry of Social Development**

This position is a member of the Public Service Leadership Team

Te whāinga o te tūranga | Position purpose

The Government has outlined its objectives for the social system, with a focus on improving the wellbeing of New Zealanders and their families, building a productive, sustainable, and inclusive economy and addressing inequities. The Ministry of Social Development (Ministry) has a significant role on behalf of the Government to deliver services directly to families and communities in support of these objectives. In parallel, the Ministry is focussed on embedding a suite of shifts to better serve communities through the Welfare Overhaul Programme and Te Pae Tawhiti – the organisation’s multi-year change programme. Together, these provide its current strategic direction.

As the Government’s chief advisor on social system issues, the Secretary for Social Development and Chief Executive (Secretary) of the Ministry is responsible for:

- providing active stewardship and leadership across the social system to ensure the highest levels of support and services for New Zealanders
- delivering high-quality policy advice to the Government on the social system, and maintaining regulatory environment and national policy settings
- working collectively with social sector agencies and non-government partners to implement changes to the social system.

The Ministry - a large, nationally distributed and complex organisation, with accountability for policy development through to operational service delivery - provides a wide range of services to help New Zealanders to help themselves become safe, strong and independent. The Secretary holds an end-to-end view of the initiatives and interventions resourced by the Ministry and works to bring the collective action of the Public Service and non-government organisations together to improve social and economic outcomes. The Secretary is responsible for the leadership and management of the Ministry and its service delivery, including:

- income support for New Zealanders on low or no incomes, including students and those without work, and retirement income for seniors
- employment support through case management, training and other services, to help those who are able to get into sustainable employment
- the provision of state/social, emergency and transitional housing, including assessing and reviewing people’s eligibility, co-ordinating suppliers, and paying subsidies
- community services, through partnerships and programmes

- hosting and supporting Whaikaha – Ministry of Disabled People, Te Kāhui Kāhu (Social Services Accreditation), the Office for Seniors, the Ministry of Youth Development (MYD) and the Independent Children’s Monitor
- policy and investment advice based on data and evidence, with the aim of achieving the best possible outcomes from funding and system settings.
- ensuring the legislation MSD administers is effective and fit for purpose
- a number of other functions on behalf of the social sector including the settling of historic abuse claims and the provision of shared back-office services to other agencies. It is currently the system lead for the Regional Public Service Commissioners.

In 2022/23, the Ministry will administer appropriations of more than \$33 billion, providing services to over a million New Zealanders through approximately 8,900 people in over 125 sites and a wide range of non-government service providers.

The Secretary has key sector and system responsibilities, including as part of the Public Service Leadership Team, the Social Wellbeing Board, and the Employment, Education, and Training Chief Executives’ Group. They lead and collaborate with others across the social system to respond collectively to strategic issues that cannot be resolved by any agency working in isolation. Examples include:

- tackling persistent poverty and hardship in New Zealand families and communities
- developing opportunities for paid employment for people on a benefit through all economic conditions
- addressing the challenges of housing and secure tenancy for individuals and families
- leading innovative approaches to service delivery as technology evolves
- enabling Māori whanau, hapū and iwi to realise their ambitions.

Ngā haepapa Accountabilities	
Te pūnaha System	<p>The Secretary for Social Development must perform the 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 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 will:</p> <ul style="list-style-type: none"> • support the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi by developing and maintaining the capability of the agency and the wider public service to engage with Māori and to understand Māori perspectives • 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 • preserve, protect and nurture the spirit of service to the community that public service employees bring to their work • uphold the public service principles of political neutrality, free and frank advice, merit-based appointments, open government, and stewardship

	<ul style="list-style-type: none"> demonstrate and uphold the values of the Public Service as set out in the Public Service Act 2020 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.
Te pokapū Agency	<p>The Secretary for Social Development is responsible to the Minister for Social Development and Employment and leads the Ministry's functions:</p> <ul style="list-style-type: none"> setting a clear direction for the Ministry, and leading and managing the Ministry to achieve the Ministry's outcomes supporting the Government to achieve its social priorities through providing strategic and general policy advice on social policy options, supported by appropriate research and evaluation leadership in the social sector to develop policy, programmes and activities that lead to improving social outcomes the leadership, co-ordination, purchasing and provision of efficient and effective services including: <ul style="list-style-type: none"> delivery of employment and income support services and New Zealand Superannuation access to concessions and discounts for senior citizens, families and lower income New Zealanders providing student allowances and student loans social housing assessment and services social support services and funding to community service providers services to uphold the integrity of the welfare system and minimise the debt levels of the people the Ministry works with. Provide support, monitoring, and advice in relation to the Ministry's Crown entities and a large number of statutory and advisory board, committees, and tribunals.

Ngā hononga matua | Key relationships

Te Kāwanatanga Government	<ul style="list-style-type: none"> Minister for Social Development and Employment, Associate Minister for Social Development and Employment and Associate Minister for Social Development and Employment (Māori Employment) Minister for Disability Issues Minister of Housing, Associate Minister of Housing (Homelessness), Associate Minister of Housing (Māori Housing) Minister for Seniors Minister for Youth Minister of Finance Social sector Ministers.
Te ratonga tūmatanui Public Service	<ul style="list-style-type: none"> Members of the Public Service Leadership Team Chief Executive of Whaikaha Ministry of Disabled People (as a Departmental Agency) Chief executives in the social and economic sectors and central agencies, including the Social Wellbeing Board in the delivery of several key cross-social sector results

	<ul style="list-style-type: none"> • Crown entities.
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. • The Ministry is the coordinating Crown agency for three Accords with iwi, including: <ul style="list-style-type: none"> • Te Hiku o te Ika Iwi – Crown Social Accord • He Tapuae: Tūhoe Service Management Plan, and • The Koirora Accord with Waikato-Tainui. • The Ministry is also the co-ordinating agency for the Tūhoe – Chief Executive Board. The purpose of the Board is to remodel Crown accountability machinery to inclusively permit our Tūhoe – Crown statutory intent for mutual settlement aspirations. • The Ministry is the coordinating agency for the Pou Tangata – Crown work as part of the National Iwi Chairs Forum. • The Ministry has a key role to support Māori communities and whānau through specific initiatives such the Murihiku Regeneration MSD Community Connection Service • The Ministry and social sector work extensively with non-government organisations to deliver services to all New Zealanders, especially the most vulnerable. The Ministry has a large regional footprint with the only government office in many towns.

Te momo kaiarataki e whāia ana | Leader profile

Te kaiaratakinga | Leadership

Excellent leadership by Public Service Chief Executives is essential for a high performing, professional and world class State sector. Underpinning chief executive leadership is the requirement to adhere to the Standards of Integrity and Conduct and the higher bar expected of chief executive behaviour.

As set out in the Public Service Act 2020, chief executives are required to proactively promote stewardship of the public service, including of its long-term capability and people, institutional knowledge and information, system and processes, assets and the legislation they administer.

As stewards of the system, chief executives are responsible for achieving cross-agency, sector, and system results by leading, collaborating and exerting their influence in a cohesive way across boundaries and ensuring their staff have both the authority and motivation to do likewise.

Ngā take mātāmua me mātua whai e angitu ai | Critical success priorities

Critical success priorities for the Secretary will be:

- progressing changes in the social system in line with the Government's Welfare Overhaul Programme.
- delivering the Te Pae Tawhiti service model, technology, and business process transformation programme as agreed by Cabinet
- collaboration with other social sector agencies to achieve the range of Government priorities around improving the wellbeing of New Zealanders and their families
- contributing effectively with other agencies to achieving the Government's priorities around building a productive, sustainable and inclusive economy

- leading the culture in the Ministry that is citizen-centred, compassionate, data-and evidence-driven, and is recognised for its open and collaborative way of working
- maintaining and continuing to improve a well-functioning Ministry across the full range of its operational and policy responsibilities.

Te momo tangata e whāia ana Person profile	
Ngā pūkenga me ngā wheako Skills and Experience	<ul style="list-style-type: none"> • Experienced in taking a stewardship approach to advising Ministers on the future direction, sustainability and performance of the social system • experienced in managing and leading in large and complex organisations, responsible for delivering end-to-end, from policy development to large scale operational service delivery • capable of leading further development of the direction and shape of the Ministry, the arrangement of functions between the Ministry and other agencies • skilled in developing cohesive and high-performing leadership teams • experienced in cross-sector governance and leading change through influence and persuasion • highly skilled at managing relationships with Ministers, chief executives, non-government providers, and stakeholders within and beyond the New Zealand State sector.
Ngā pūkenga e hāngai pū ana ki te tūranga Position specific competencies	<p>The competencies outlined below are the specific requirements of the role at this time. To see the full range of capabilities required go to:</p> <p>https://www.publicservice.govt.nz/system/leaders/leadership-development/leadership-success-profile/</p>
Leading strategically	Think, plan, and act strategically; to engage others in the vision, and position teams, organisations, and sectors to meet customer and future needs
Leading with influence	Lead and communicate in a clear, persuasive, and impactful way; to convince others to embrace change and take action
Enhancing system performance	Work collectively across boundaries; to deliver sustainable and long-term improvements to system and customer outcomes
Achieving ambitious goals	Demonstrate achievement drive, ambition, optimism, and delivery-focus; to make things happen and achieve ambitious outcomes
Enhancing people performance	Manage people performance and bring out the best in managers and staff; to deliver high quality results for customers
Leading at the political interface	Bridge the interface between government and the public sector; to engage political representatives and shape and implement government's policy priorities.
Te taumata o te āheitanga Security Clearance	Appointment will be subject to a New Zealand Government Secret security clearance.

Up-to-date information on the Ministry's outcomes, organisational structure, dimensions and appropriations can be found on the website <https://msd.govt.nz/>

Other useful information is also available at the following links:

- Legislation: [link here](#)
- Annual Reports: [link here](#)
- Statements of Intent: [link here](#)



Te Kawa Mataaho
Public Service Commission

The New Zealand Public Service

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The Public Service works collectively to make a meaningful difference for New Zealanders.

The Public Service Act states that the purpose of the Public Service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi (te Tiriti o Waitangi). Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the Public Service in our work.

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

Te Tumu Whakarae mō te Tari o Te Pirimia me te Komiti Matua | The Secretary of the Department of the Prime Minister and Cabinet and the 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. The Department of 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. 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. The Secretary of the DPMC also has a stewardship role as the Head of the Policy Profession, supporting the building of a high performing policy system across the public service.

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 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 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. The Secretary of the DPMC is expected to take a stewardship role across the security and intelligence sector working closely with those agencies that collectively meet the Government's security and intelligence priorities. DPMC operates the Officials' Committee for Domestic and External Security Coordination (ODESC) system, chaired by the

Secretary of the DPMC. The Department also Chairs the Security and Intelligence Board (SIB) and the Hazard Risk Board (HRB).

The Secretary of the DPMC hosts the National Emergency Management Agency (NEMA), reporting to the Minister for Emergency Management. The Secretary of the DPMC reports to the Minister for Child Poverty Reduction through the work of the Child Wellbeing and Poverty Reduction Group.

The Secretary of the DPMC is also accountable for the Implementation Unit and the COVID-19 Group.

Ngā haepapa | Accountabilities

Te pūnaha | System

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.

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.

As a Public Service leader, the Secretary of the DPMC will:

- 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
- 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
- preserve, protect and nurture the spirit of service to the community that public service employees bring to their work
- 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
- demonstrate and uphold the values of the Public Service as set out in the Public Service Act 2020
- 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.

Te pokapū | Agency

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.

The Secretary of the DPMC is also accountable for:

- providing 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
- working collaboratively with the Public Service Commissioner and the Secretary to the Treasury to ensure a consistent and aligned approach to public service system leadership

- ensuring there is cohesion and capability across DPMC's diverse business units so that DPMC functions as one agency
- being an exemplar for other agencies on protective security and ensuring a sound approach to privacy matters
- the provision of foreign and domestic intelligence assessments
- co-ordination of preparedness and response to security crises emergencies and natural disasters
- ensuring DPMC's financial management and governance is sound and adheres to best practice.

The Secretary of the DPMC must perform the duties as set out in the Intelligence and Security Act 2017 (which is currently under periodic review under section 235 of the Act and due to be concluded by 31 January 2023), the International Terrorism (Emergency Powers) Act 1987, and other relevant legislation.

The Chief Executive employs approximately 454 staff located in Wellington, Auckland, and Christchurch, including 167 in NEMA, and oversees appropriations totalling approximately \$151m (in the 2022/23 financial year).

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 the Digital Economy and Communications (in respect of cyber security policy) • Minister for Child Poverty Reduction • Lead Co-ordination Minister for the Royal Commission of Inquiry into the Terrorist Attack on the Christchurch Mosques • 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
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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 momo kaiarataki e whāia ana | Leader profile

Te kaiaratakinga | Leadership

Excellent leadership by Public Service Chief Executives is essential for a high performing, professional and world class Public Service. Underpinning chief executive leadership is the requirement to adhere to the standards of integrity and conduct and the higher bar expected of chief executive behaviour.

As set out in the Public Service Act 2020, chief executives are required to proactively promote stewardship of the Public Service, including of its long-term capability and people, institutional knowledge and information, system and processes, assets and the legislation they administer.

As stewards of the system, chief executives are responsible for achieving cross-agency, sector and system results by leading, collaborating and exerting their influence in a cohesive way across boundaries and ensuring their staff have both the authority and motivation to do likewise.

Ngā take mātāmua me mātua whai e angitu ai | Critical success priorities

The Secretary of the DPMC critical success priorities are:

- helping shape, deliver, measure and communicate the Prime Minister's and the Government's priorities by working with, through and across agencies.
 - providing leadership across the system on progressing the Government's key priorities.
 - ensuring New Zealand's executive government is trusted, transparent and enhances our nation's reputation through the Governor-General being well supported, leading and supporting the public service to provide free and frank advice to Ministers and contributing to the building system policy capability.
 - stewarding the effective operation of Cabinet government in the lead up to, through and following the 2023 General Election.
 - exercising leadership across the national security sector while also progressing broader work on the future of the national security and hazards-risk systems.
 - co-ordinating and supporting 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.
 - delivering on the Child and Youth Wellbeing Strategy by embedding the child wellbeing and poverty reduction legislative framework, supporting the system to focus on things most likely to make a positive difference to child and youth wellbeing and child poverty, and influencing change and driving action across the system to advance the Government's child and youth wellbeing and child poverty reduction objectives.
 - continuing to support the effective functioning of the departmental agency, National Emergency Management Agency (NEMA).
-

Ngā pūkenga e hāngai pū ana ki te tūranga Position specific competencies	The competencies outlined below are the specific requirements of the role at this time. To see the full range of capabilities required go to: https://www.publicservice.govt.nz/resources/leadership-success-profile/
Leading strategically	Think, plan, and act strategically; to engage others in the vision, and position teams, organisations, and sectors to meet customer and future needs.
Leading with influence	Lead and communicate in a clear, persuasive, and impactful way; to convince others to embrace change and take action.
Leading at the political interface	Bridge the interface between Government and the Public Sector; to engage political representatives and shape and implement the Government's policy priorities.
Achieving ambitious goals	Demonstrate achievement drive, ambition, optimism, and delivery-focus; to make things happen and achieve ambitious outcomes.
Achieving through others	Effectively delegate and maintain oversight of work responsibilities; to leverage the capability of direct reports and staff to deliver outcomes for customers.
Enhancing team performance	Build cohesive and high performing teams; to deliver collective results that are more than the sum of individual efforts.
Honest and courageous	Delivers the hard messages, and makes unpopular decisions in a timely manner, to advance the longer-term best interests of customers and New Zealand.
Resilient	Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.
Te taumata o te āheitanga Security Clearance	Appointment will be subject to a New Zealand Government Top Secret Special security clearance.

Up to date information DPMC is on its website: <https://dpmc.govt.nz>



In Executive Council

Her Excellency the Governor-General is recommended to

Accept the recommendation of the Deputy Public Service Commissioner that

Andrew Lance Kibblewhite

be appointed, pursuant to schedule 7 clause 4 of the Public Service Act 2020,
as the Secretary for Justice and Chief Executive, Ministry of Justice



Hon Andrew Little
Minister for the Public Service

Approved in Council





Clerk of the Executive Council

Date: 27th February 2023



In Executive Council

Her Excellency the Governor-General is recommended to

Accept the recommendation of the Deputy Public Service Commissioner that

Debbie Ann Power

be appointed, pursuant to schedule 7 clause 4 of the Public Service Act 2020,
as the Secretary for Social Development and Chief Executive, Ministry of Social
Development

A large, stylized blue ink signature of Hon Andrew Little.

Hon Andrew Little
Minister for the Public Service

Approved in Council

A blue ink signature of Cundy Kiriwa, written over a horizontal line.

A blue ink signature of Rg Hargrave, written over a horizontal line.

Clerk of the Executive Council

Date: 27th February 2023



In Executive Council

Her Excellency the Governor-General is recommended to

Accept the recommendation of the Deputy Public Service Commissioner that

Brook Francis Barrington

be appointed, pursuant to schedule 7 clause 4 of the Public Service Act 2020,
as the Secretary of the Department of the Prime Minister and Cabinet and Chief
Executive, Department of the Prime Minister and Cabinet


Hon Andrew Little
Minister for the Public Service

Approved in Council





Clerk of the Executive Council

Date: 27th February 2023