



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 hapori, 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 te Tiriti o Waitangi and the Treaty of 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 Wahine Secretary for Women and Chief Executive
Te Pokapū Agency	Manatū Wāhine Ministry for Women
This position is a member of the Public Service Leadership Team	

Te whāinga o te tūranga | Position purpose

Manatū Wāhine | The Ministry for Women (the Ministry) is the Government's principal advisor on improving outcomes for New Zealand women and girls. The Ministry contributes towards the Government's objectives of lifting Aotearoa New Zealand's economic performance and building a safer Aotearoa New Zealand.

The Secretary for Women and Chief Executive (Secretary for Women) will lead a maturing organisation that delivers results across its priority areas whilst embracing innovation and change to achieve outcomes.

The Secretary for Women's challenge is to create an environment whereby:

- the contribution of women and girls is valued
- all women and girls are financially secure and can fully participate and thrive
- all women and girls are free from all forms of violence and harassment.

The Ministry, previously Ministry for Women's Affairs, was established in 1984. The Ministry's vision is that Aotearoa New Zealand is a great place to be a woman or girl, wāhine Māori succeed as Māori, and gender is not a barrier to wellbeing. A perennial challenge for the Women's portfolio is how to manage the breadth of policy responsibilities for issues that affect Aotearoa New Zealand women. The key lever for the Ministry is being able to lead and influence key policy makers and stakeholders in their decisions to improve outcomes for women.

Ngā haepapa | Accountabilities

Te pūnaha System	<p>As a public service chief executive, the Secretary for Women 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 for Women 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 Women 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
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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 also does so
- Demonstrate and uphold the values of the public service as set out in the Public Service Act
- 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 Ministry has stewardship responsibilities across the system and must regularly work with a number of key sectors to deliver on its work programmes. These sectors include:

- Commercial sector: The Ministry works with the commercial sector in a workplace development and recognition role to build the representation of women in leadership, senior management positions, and in high demand occupations
- Public sector: The Ministry exerts an advocacy role for women in Aotearoa New Zealand by providing policy advice to other agencies on a range of women's issues
- General Public and interest groups: The Ministry advocates to increase the safety of women experiencing violence, increase women's education, training and skills and promote women in leadership across all Aotearoa New Zealand.

The Ministry's operational responsibilities are to:

- Provide policy advice on improving outcomes for women in New Zealand
- Manage New Zealand's international reporting obligations in relation to the status of women
- Provide suitable women nominees for appointment to state sector boards and committees
- Provide support services to the Minister for Women.

Ngā hononga matua | Key relationships

Te Kāwanatanga | Government

- Minister for Women
- The Secretary for Women must also develop and maintain effective relationships with Ministers holding portfolios in a range of sectors, as priorities and issues require.

Te ratonga tūmatanui | Public Service

- Members of the public service leadership team
 - Department of the Prime Minister and Cabinet
 - Te Kawa Mataaho, The Public Service Commission
 - Key agencies in priority sectors including:
 - Ministry of Business, Innovation and Employment
 - Ministry of Education
 - Ministry of Health
 - Ministry of Justice
 - Te Puni Kōkiri
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- Ministry for Pacific Peoples
 - Stats NZ
 - Ministry of Social Development
 - Ministry of Foreign Affairs and Trade
 - New Zealand Police
 - Department of Internal Affairs
 - Crown Law
- Human Rights Commission
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Ngā iwi me ngā hapori
whānui | Iwi and wider
communities

In support of its policy advice and nominations role, the Ministry works with a range of women's organisations, including but not limited to:

- Māori Women's Welfare League
 - NZ Institute of Directors and Women in Governance NZ
 - National Council of Women
 - PACIFICA
 - Rural Women of New Zealand
 - PSA and CTU
 - Business NZ
 - YWCA
 - Champions for Change and Global Women
 - National Advisory Council on the Employment of Women (NACEW)
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Te ao whānui |
International

- United Nations
 - APEC
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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 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

- Strengthen the Ministry as a catalyst for action and change by undertaking work such as:
 - Increasing the visibility of, and driving progress on the Government's priorities and outcomes for women
 - Leading the Crown's involvement in the mana wahine Kaupapa claim
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- Building productive relationships with other agencies in the public, private and community sectors and with Māori to effectively work with and through them
 - Advancing the Ministry's agenda with key stakeholders
 - Leveraging those relationships to build the Ministry's presence in the system and increase the relevance and impact of the Ministry's policy advice.
- Increase women's representation in leadership and governance roles by encouraging and developing the pipeline of women leaders with access to support and information to develop professional skills.
 - Design and deliver work programmes that support priority groups of women to access services such as education and training.
 - Ensure women's skills are fully utilised, particularly in high demand areas, to contribute to a more productive and innovative workforce and a more responsive labour market.
 - Ensure that the impact of family violence and sexual violence on women remain a central focus of policy and service development by contributing to the Social Wellbeing Board Family Violence and Sexual Violence joint venture.

Te momo tangata e whāia ana | Person profile

Ngā pūkenga me ngā wheako | Skills and Experience

The ideal candidate will have the following proven skills and experience:

- Credibility and mana to influence cross-Government initiatives and deliver results across policy and service delivery.
- Deep and broad networks, as well as credibility in the public sector, will be essential to the level of influencing envisaged.
- Expertise in policy development and implementation in areas vital to the success of better outcomes for women and wider Aotearoa New Zealand.
- A strong, strategic leader who can persuasively effect change and drive an organisation's culture to deliver results.
- Able to work constructively across government, with a large number of Ministers, and influence the range of areas that intersect with the priorities for the Ministry.
- Experience within the Aotearoa New Zealand public service. Must excel in creating the conditions for effective collaboration and partnership with multiple stakeholders.

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 with influence

Lead and communicate in a clear, persuasive, and impactful way; to convince others to embrace change and take action.

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.

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.

Enhancing System Performance

Work collectively across boundaries; to deliver sustainable and long-term improvements to system and customer outcomes.

Developing Talent	Coach and develop diverse talent; to build the people capability required to deliver outcomes.
Enhancing people performance	Manage people performance and bring out the best in managers and staff; to deliver high quality results for customers.
Te taumata o te āheitanga Security Clearance	Appointment will be subject to a New Zealand Government Confidential security clearance.

Up to date information on the Ministry for Women outcomes, organisational structure, dimensions and appropriations can be found on the website: <https://women.govt.nz/about>

Other useful information is also available at: <https://women.govt.nz/news/documents>