



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 ngā Taonga Secretary for Culture and Heritage and Chief Executive
Te pokapū Agency	Manatū Taonga Ministry for Culture and Heritage
This position is a member of the Public Service Leadership Team	

Te whāinga o te tūranga | Position purpose

Manatū Taonga, the Ministry for Culture and Heritage (the Ministry), leads Government work in the arts, cultural, heritage, broadcasting and sports sectors. The Ministry provides advice on legislation, policy, and sector development to the Minister for Arts, Culture and Heritage, Minister for Broadcasting and Media and the Minister for Sport and Recreation.

The Ministry funds, monitors and works collaboratively with 15 agencies, including NZ On Air, Creative NZ, the Film Commission, Te Papa, Heritage NZ, Sport NZ, NZ Symphony Orchestra, and Radio New Zealand, and supports the process for appointing Board members. The Ministry and the Secretary for Culture and Heritage and Chief Executive (Secretary for Culture and Heritage) are required to provide strategic leadership across the relevant sectors, maintain a strategic overview and articulate the value and benefits of culture for Aotearoa New Zealand. The Ministry's footprint across the diverse and interdependent sector relies heavily on highly effective partnerships with agencies, local government, commercial and not-for-profit enterprises.

Since 2020, the Ministry has led the Arts and Culture COVID Recovery Programme, a suite of initiatives in partnership with funded agencies and sector stakeholders to deliver the total of \$495 million over four years. This includes delivering both short-term and emergency relief to respond to the Delta outbreak, as well as Omicron relief and longer-term support to assist the arts, culture and heritage to maintain its critical role and contribution to Aotearoa.

Rapid transformation of the media sector through technology developments, digital delivery and competition from global platforms is requiring new policy responses from the Ministry in partnership with other government agencies. In February 2022, the Government announced it would invest in creating a new public media organisation and disestablish TVNZ and Radio NZ. The Ministry is responsible for leading the establishment of the new public media entity including through supporting the Establishment Board, and providing policy advice, legislation oversight, and monitoring of the entity when established. Budget 22 provided new funding of \$327 million for the entity, for three years from 2023 when the entity will begin operating.

The Ministry administers 19 pieces of legislation, and protects newly found taonga tūturu and other important heritage objects. The Ministry provides leadership and coordination for national commemorations, and manages the Pukeahu National War Memorial Park as well as national memorials and historic graves both here and overseas. The Ministry's research and publishing function supports online services, such as Te Tai Treaty Settlement Stories, and Te Ara New Zealand Encyclopaedia, which connect over 10 million people every year with New Zealand's culture and heritage.

The Ministry provides a cultural perspective for the work of other government departments. It leads the Cultural Diplomacy International Programme, in collaboration with the Ministry of Foreign Affairs and Trade, New Zealand Trade and Enterprise, and Tourism New Zealand.

The Ministry's vision is:

Ki te puāwai te ahurea. Ka ora te iwi.

Culture is thriving. The people are well.

In order to achieve this, MCH has adopted Te Rautaki o Manatū Taonga as its strategic framework until 2040 – the 200th Anniversary of the signing of Te Tiriti o Waitangi. The goals of this strategic framework are that:

- Culture is inclusive and reflective, supporting people to connect and engage with each other, their community and society
- Māori culture is recognised, valued and embraced by New Zealanders.
- People can access, and are participating in, cultural activities and experiences.
- Cultural activity is valued, supported and nurtured
- The cultural system is resilient and sustainable.

The Ministry for Culture and Heritage employs approximately 200 people. The Ministry manages two appropriations – Vote Arts, Culture and Heritage and Vote Sports and Recreation.

In 2021/22, Vote Arts Culture and Heritage had a total appropriation of \$522.452 million, of this:

- 61% (\$319.36m) is distributed externally to non-departmental outputs and expenses
- 26% (\$137.444m) is allocated to grants and COVID-19 packages
- 7% (\$34.081) is distributed to capital expenditure
- 6% (\$31.567m) is for departmental outputs.

In 2021/22, Vote Sports and Recreation had a total appropriation of \$162.9 million, of this 58% (\$95.29m) is distributed externally, to non-departmental output and other expenses, with less than 1% (\$0.319m) allocated to departmental needs, and the remaining 42% (\$67.294) to grants and COVID-19 sports packages.

Ngā haepapa | Accountabilities

<p>Te pūnaha System</p>	<p>As a Public Service chief executive, the Secretary for Culture and Heritage 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 for Culture and Heritage 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 Culture and Heritage 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 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.
<p>Te pokapū Agency</p>	<p>The Secretary is ultimately accountable to the Public Service Commissioner. On a day-to-day basis, the Secretary is accountable for his or her performance to the Minister for Arts, Culture and Heritage and Minister for Broadcasting and Media.</p> <p>The Secretary is also accountable for the delivery of the Ministry's functions, which are to:</p> <ul style="list-style-type: none"> • Provide the Government advice on cultural and media matters (including broadcasting and sport). • Ensure Vote funding is invested as effectively and efficiently as possible, and that Government priorities are met. • Provide advice on performance of Crown entities in the sector. • Lead and enable the cultural and media sector to create and realise opportunities. • Actively support and protect Māori arts, culture and heritage in a Treaty post-settlement environment, based on strong Crown and iwi-Māori partnerships.

Ngā hononga matua | Key relationships

Te Kāwanatanga | Government

- Minister for Arts, Culture and Heritage
- Associate Ministers for Arts, Culture and Heritage
- Minister for Broadcasting and Media
- Minister for Sport and Recreation

Te ratonga tūmatanui | Public Service

- Members of the Public Service Leadership Team
- Public Service departments including Department of Conservation, Department of Internal Affairs, Ministry for the Environment, Ministry of Business, Innovation and Employment, Ministry of Education, Ministry of Social Development, Ministry of Foreign Affairs and Trade, Ministry for Pacific Peoples, New Zealand Defence Force, Te Arawhiti, Statistics New Zealand, Te Puni Kōkiri, Ministry for Ethnic Communities, The Treasury
- Autonomous Crown Entities including Arts Council New Zealand (Creative New Zealand), New Zealand On Air, Heritage New Zealand Pouhere Taonga, Museum of New Zealand Te Papa Tongarewa, New Zealand Film Commission, New Zealand Symphony Orchestra
- Crown Agents including Sport New Zealand
- Independent Crown Entities including Broadcasting Standards Authority, Drug Free Sport New Zealand
- Crown Entity Companies including Radio New Zealand, Television New Zealand
- Non-Governmental Organisations including Te Matatini Society Inc, New Zealand Music Commission, Royal New Zealand Ballet
- Trusts including Antarctic Heritage Trust, Ngā Taonga Sound and Vision, Waitangi National Trust

Ngā iwi me ngā hapori whānui | Iwi and wider communities

- Everyone in Aotearoa New Zealand through the delivery of arts, cultural, heritage, media, broadcasting and sport activities and services
- Iwi and Māori organisations, particularly the iwi and hapū the Ministry has relationship agreements with as part of the settlement of historical Treaty claims
- Cultural organisations within the commercial and not-for-profit sectors
- Media and broadcast organisations, including commercial and non-commercial.

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 Culture and Heritage's priorities are to:

- Continue to build sector leadership, a compelling value proposition, with data and evidence to support government investment in cultural outcomes for New Zealanders.
 - Work in partnership with Māori to understand and support their cultural needs and aspirations, and to inform opportunities to engage New Zealanders with Māori culture and heritage.
 - Promote participation and access for all New Zealanders (including Māori, Pacific peoples, disabled people, ethnic communities and the LGBTQI+ community) to cultural experiences, activities and outcomes, by working in partnership with a wide variety of organisations (including central and local government, non-government organisations, and the private sector).
 - Support opportunities for New Zealanders to have viable careers in the cultural sector and for cultural sector organisations to be able to grow and be sustainable.
 - Support the policy and legislative development, detailed design, and change process to establish a new public media entity.
 - Design and deliver programmes including digital publishing of New Zealand's history, including to support the New Zealand History Curriculum.
 - Deliver new international and national memorials.
 - Support Pacifica art and cultural expression, and heritage, including through enabling histories through the Dawn Raids Apology initiative.
 - Continue to effectively administer the Arts and Culture COVID Recovery and associated programmes.
 - Support the transfer of responsibility for marking the Matariki public holiday from Te Arawhiti to Manatū Taonga and ensure arrangements are in place for administration of the legislation and support for Matariki public holiday events.
 - Embed organisational change (purpose, culture, strategy and planning) and continuous improvement across the organisation.
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Tūtohu Angitū | Leadership Success Factors

To be successful in the role, the Secretary for Culture and Heritage will be experienced and able to demonstrate their ability to lead across the key dimensions set out in the table below:

Organisational leadership	System leadership	Sector Leadership	Context
Be responsible for a public service organisation delivering multiple functions including strategy, policy and monitoring.	Build alignment with relevant agencies, and work constructively with Public Service chief executives	Effective relationship management and communication skills across a range of broad and diverse stakeholders	An understanding of the Crown's relationship with Māori as a Treaty partner and Te ao Māori knowledge and capability
Experience in leading a high-performance culture within an organisation with multiple functions	Experience in advising, collaborating and influencing at the chief executive level	Experience in managing competing interests and priorities within and across a broad stakeholder base	Maintain effective working relationships and trust and confidence of Ministers.
Experience in working with and developing robust monitoring, governance and financial frameworks		Have credibility across the arts, culture and heritage and media sectors	A deep understanding and appreciation of the diversity in New Zealand
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 for Culture and Heritage outcomes, organisational structure, dimensions and appropriations can be found on the website <https://mch.govt.nz/about-ministry>

Other useful information is also available at the following links:

- Annual Reports: [Link here](#)
- Strategic Intentions: [Link here](#)