



New Zealand Government

Position	Chief Executive
Department	Ministry for Women (MfW), Te Minitātanga mō ngā Wāhine
Position purpose	<p>The Ministry for Women, Te Minitātanga mō ngā Wāhine, is the Government's principal advisor on improving the lives of New Zealand women and girls.</p> <p>Our 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. To achieve our vision, we are focused on three strategic outcomes:</p> <ul style="list-style-type: none"> • the contribution of all 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. <p>The Ministry contributes toward the Government's objectives of growing and sharing more fairly New Zealand's prosperity and valuing who we are as a country. Key focuses for the agency include:</p> <ul style="list-style-type: none"> • Ensuring women's contributions are valued: addressing the gender pay gap, increasing visibility of paid and unpaid work, and ensuring the strengths of wāhine Māori are recognised; • Encouraging and developing women leaders: facilitating greater participation on Boards in the public and private sector and growing the pipeline of women leaders; • Ensuring women and girls are free from violence: contributing to a cross-system response to family and sexual violence, providing research and expertise to influence change; and • Enabling greater economic independence for women: supporting more women and girls in education and training, utilising women's skills to grow our economy. <p>To achieve these aspirations, the Ministry works with agencies across government, as well as the private and not-for-profit sector, community groups, Māori Women's Welfare League and international organisations, to understand issues and influence positive change.</p> <p>The Chief Executive of the Ministry influences cross-government initiatives and deliver results across policy and service delivery. The Chief Executive provides purposeful leadership to a maturing organisation that delivers results across its priority areas whilst embracing innovation and change to achieve outcomes.</p> <p>The Chief Executive leads the Ministry to provide expertise in policy development and implementation in areas vital to the success of better outcomes for women and wider New Zealand.</p>

Key external relationships

Government and Parliament:

- Minister for Women

State Sector:

- Central agencies: State Services Commission, Department of the Prime Minister & Cabinet and Treasury;
- Key agencies in priority sectors, including; Te Puni Kōkiri, the Ministries of Business, Innovation and Employment, Education, Health, Justice, Pacific Peoples, Social Development, Foreign Affairs and Trade;
- Human Rights Commission;
- International organisations, including the United Nations, OECD, ILO and APEC, and equivalent agencies in international countries;
- Other organisations and Chief Executives;
- National Advisory Council for Women.

Communities and the public, including:

- Māori Women's Welfare League;
- Global Women;
- National Council of Women;
- Business and Professional Women;
- PACIFICA;
- Rural Women of New Zealand;
- Business NZ;
- NZ Institute of Directors;
- Women on Boards.

Performance profile

Accountabilities

The Chief Executive must perform the duties as set out in the State Sector Act 1988, the Public Finance Act 1989 and other relevant statutes and legislation.

The Chief Executive is also accountable for:

- Acting as the Government's principal advisor on improving outcomes for women
- Ensuring New Zealand is meeting our international treaty obligations relating to women and working with international women's empowerment agencies
- Providing stewardship responsibilities across the system and working regularly with a number of key sectors to deliver on the Ministry's work programme. 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 and senior management positions;
 - Public sector – the Ministry exerts an advocacy role for women in NZ 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 NZ;
- Creating an environment whereby decision makers:
 - value and use women in leadership advice;
 - value and use greater economic independence advice;
 - value and use primary prevention and preventing re-victimisation advice;
 - increase opportunities for women to participate in the workforce to the full extent of their skills and abilities.

Critical success priorities

Critical priorities for success are:

- Contributing to the Government's priority outcomes to grow and share more fairly New Zealand's prosperity, and value who we are as a country;
- Delivering key Ministerial priorities, including:
 - Leading and supporting the work to eliminate the gender pay gap in the Public Service;
 - Providing support on pay equity reform, and furthering initiatives to support pay equity and pay transparency;
 - Working with Te Puni Kōkiri, as well as iwi and other Māori interest groups to improve outcomes for Māori wahine;
- Managing the breadth of policy responsibility for issues that affect New Zealand women, influencing key policy makers and stakeholders in their decisions to improve outcomes for women;
- Demonstrating an understanding of the Treaty of Waitangi and its principles, have respect and understanding of tikanga Māori;
- Actively leading the Public Service and contributing to the State Sector Leadership Team and workstreams; and
- Exemplifying and promoting a spirit of service within the organisation.

Security Clearance

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

Person profile

Leadership and stewardship

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.

Chief executive stewardship responsibilities reinforce that chief executives administer their departments on behalf of others; serving current and future Ministers and meeting the needs of all New Zealanders.

The stewardship responsibility requires chief executives to plan and actively manage for medium-term and long-term interests. This applies to all aspects of the department including capability; information and privacy

	<p>stewardship; legislation administered; and managing the assets and liabilities of the Crown.</p> <p>Chief executives are also stewards of the system and are required to achieve 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.</p>
Position specific competencies	<p><i>The competencies outlined in this position description are the specific requirements of the role at this time. To see the full range of capabilities required go to: https://www.ssc.govt.nz/leadership-success-profile.</i></p>
Leading strategically	<p>Think, plan and act strategically; to engage others in the vision, and position teams, organisations and sectors to meet customer and future needs.</p>
Leading with influence	<p>Lead and communicate in a clear, persuasive, and impactful way; to convince others to embrace change and take action.</p>
Enhancing system performance	<p>Work collectively across boundaries; to deliver sustainable and long-term improvements to system and customer outcomes.</p>
Managing work priorities	<p>Plan, prioritise, and organise work; to deliver on short and long-term objectives across the breadth of their role.</p>
Enhancing people performance	<p>Manage people performance and bring out the best in managers and staff; to deliver high quality results for customers.</p>
Curious	<p>Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.</p>

Leadership Success Profile

Key Leadership Questions

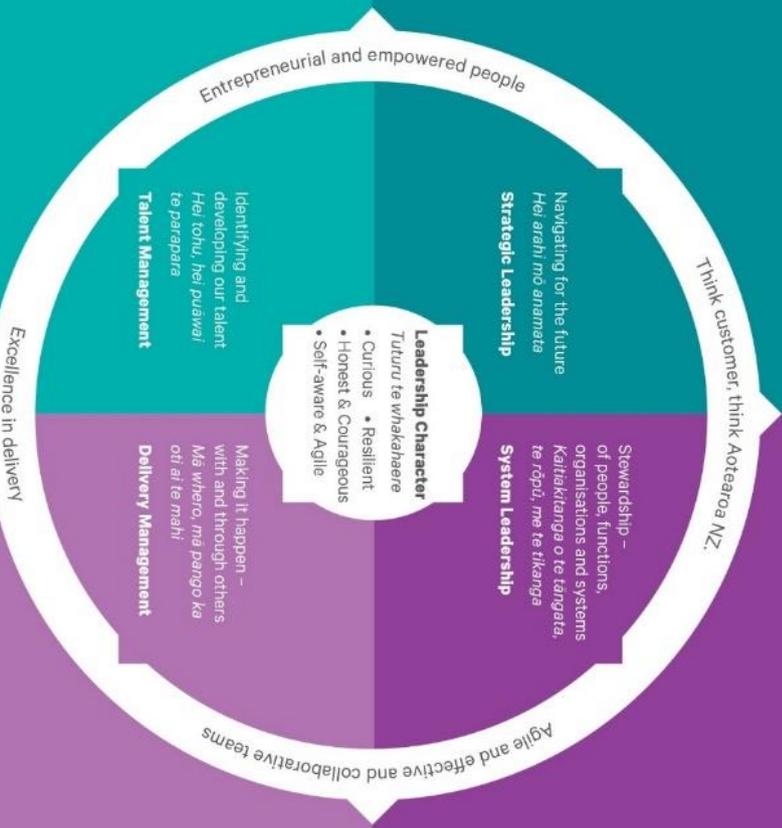
'Where are we going? And how do we get there?'

Leadership as strategy. You will position teams, organisations and sectors to shape, define and respond to the future. Be it policy or service delivery, you work effectively with others to figure out what the future should look like – and how to get there.

Key Leadership Questions

'How am I building talent for the future – for my agency and others?'

Leadership that builds people capability. You attract, retain and develop individuals with the attitude, skills and potential to deliver results – for today and tomorrow. You create positive work environments and figure out what people need to deliver results and how to get the best out of them.



Key Leadership Questions

'How do we together build for a better NZ?'

Leadership that builds sustainability, resilience and connections. You ensure capabilities, assets and initiatives are built with the future of the State Services system in mind. You know when and how to use relationships, ICT, financial, supply market and people levers. Managing the tension between the and, and you make decisions for the good of the system for the long term.

Key Leadership Questions

'How will we turn what we know into what we do?'

Leadership that delivers results. You make sure that things happen by translating strategy into action. You focus on getting things done, with and through others – knowing which key decisions you need to make, where to influence, when to collaborate and when to delegate. You create strong teams that deliver results.