



# POSITION DESCRIPTION



Position	Chief Executive
Department	Department of Corrections
Position Purpose	<p>The Department of Corrections is New Zealand's largest Public Service department, responsible for the management and wellbeing of over 10,000 prisoners and nearly 30,000 community-based offenders.</p> <p>The Chief Executive of the Department of Corrections is responsible for an appropriation of approximately \$2.2 billion. The Department employs nearly 10,000 people who work in 17 prisons and over 140 Community Corrections sites, and the Department oversees one privately run prison.</p> <p>The Chief Executive is responsible for the day-to-day running of the Department of Corrections. This includes responsibility for ensuring the corrections system operates in accordance with the purposes set out in the Corrections Act 2004; providing administrative support to the New Zealand Parole Board; and contracting with a wide range of commercial and community organisations for the provision of infrastructure, programmes, and services.</p> <p>The Chief Executive has legal custody of prisoners in corrections prisons and is responsible for ensuring their safe custody and welfare. The Chief Executive is also responsible for the welfare of those managed in the community, while they are carrying out their sentence or order in the presence of a Corrections employee.</p> <p>The Chief Executive is responsible for ensuring the Department has the infrastructure to meet the increasingly complex demands of the prison population, provides the necessary rehabilitation and reintegration services and can meet offenders' mental health, addiction, education, employment and housing needs.</p> <p>The Chief Executive also works at a system level with other public sector agencies to address systemic issues and to realise opportunities to achieve the Government priority of healthier, safer and more connected communities. This includes contributing to Te Hāpaitia te Oranga Tangata, the government's justice system reform agenda, addressing the over-representation of Māori in the criminal justice system and supporting the Joint Venture to reduce family and sexual violence. The Government also has an ambitious goal to reduce the prison population by 30% over 15 years.</p>

Key external relationships

Government and Parliament:

**IN-CONFIDENCE**

- Minister of Corrections
- Minister of Justice
- Minister of Police
- The Ombudsman

#### Public sector

The Department of Corrections works closely with many agencies in pursuing its priority outcomes including:

- Justice sector: The Department works with the Ministry of Justice, New Zealand Police and other justice sector agencies operationally and on cross-sector policy settings
- Social sector: The Department works with agencies on the housing, support and reintegration of offenders, offenders in the community, training and employment opportunities and youth offenders
- Health sector: The Department works with the Ministry of Health and District Health Boards on healthcare services, mental health and addiction support
- Population agencies: The Department works with agencies representing the interests of Māori, Pasifika and other ethnic groups
- The Department works with the New Zealand Parole Board
- The Chief Executive is also a member of various cross-agency groups, including the Justice Sector Leadership Board, and is an additional Ministerial appointee to the Family Violence and Sexual Violence Joint Venture

#### Other key relationships

- Māori communities, hapū, whānau and iwi and organisations representing Māori interests
- Pacific and ethnic communities and organisations
- Justice and wider social sector non-government organisations
- Unions
- Victim advocacy groups
- Major commercial service providers

### Performance profile

Critical success priorities

The following are critical success priorities for the Chief Executive in the role:

- Strengthening partnerships with Māori and promoting and demonstrating an appreciation of tikanga Māori values;
- Implementing initiatives aimed at addressing Māori reoffending and reducing the over-representation of Māori in the criminal justice system, including significant funding towards kaupapa Māori, a whānau-centred approach and the implementation of the Maori Strategy Hōkai Rangi;

- Showing progress against the Government priority of reducing the prison population by over 30% over the next 15 years;
- Providing strong, strategic leadership of a large, operational and uniformed workforce;
- Managing prison capacity pressures, particularly the remand population, and ensuring Corrections has the fit –for-purpose infrastructure to meet the increasingly complex requirements of the prison population;
- Strengthening investment in evidence-based rehabilitation and reintegration programmes and services, maximising community-based alternatives to prison and exploring innovative solutions;
- Ensuring prisoner wellbeing, including managing the significant mental health and alcohol and drug treatment needs affecting a large proportion of the people managed by the Department;
- Working collaboratively with Public Service Chief Executives and their agencies across the system through effective consultation and coordination at a strategic and operational level;
- Contributing to Te Hāpaitia te Oranga Tangata reform programme, working with justice sector agencies to deliver the Government's objectives for the sector and ensuring Corrections' strategy is aligned with the wider work programme;
- Establishing and maintaining effective working relationships and the trust and confidence of Ministers, providing high quality policy advice to the Government and delivering on Government priorities for Corrections;
- Leading change to address organisational capability and capacity pressures;
- Managing organisational growth, ensuring quality of recruits, developing talent, and driving diversity and inclusion in all levels of the organisation;
- Exemplifying and promoting a spirit of service within the organisation; and
- Managing public interest in a high profile organisation, through sound risk management and strong communication skills.

Accountabilities	<p>The Chief Executive, Department of Corrections, is responsible to the Minister of Corrections for:</p> <ul style="list-style-type: none"> <li>• performing the duties set out in Corrections-related legislation, including the Corrections Act 2004, the Sentencing Act 2002, and the Parole Act 2002; and</li> <li>• complying with the statutory responsibilities of chief executives as set out in the State Sector Act 1988, the Public Finance Act 1989 and other relevant statutes and legislation.</li> </ul> <p>The Chief Executive is accountable for meeting the performance expectations set by the State Services Commissioner.</p> <p>The Chief Executive, Department of Corrections is also responsible for ensuring the effective delivery of Corrections' functions, which are to:</p>
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	<ul style="list-style-type: none"> <li>• Ensure that the custodial and community-based sentences and orders imposed by the Courts and New Zealand Parole Board are administered in a safe, secure, humane, and effective manner;</li> <li>• Assist in the rehabilitation of offenders and their reintegration into the community through the provision of programmes and other interventions;</li> <li>• Provide for corrections facilities to be operated in accordance with the Corrections Act 2004 and international obligations;</li> <li>• Inform and advise the Minister on the development of future policies, priorities and interventions, and identify emerging issues; and</li> <li>• Provide information and support to the Courts and the New Zealand Parole Board to assist their decision-making.</li> </ul>
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**Person profile**

Leadership and Stewardship	<p>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 high bar expected of chief executive behaviour.</p> <p>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.</p> <p>The stewardship responsibility requires chief executives to plan and actively manage for the medium term and long term interests. This applies to all aspects of the department including capability; information and privacy 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 below are the specific requirements of the role at this time. To see the full range of capabilities required go to:</i></p> <p><a href="https://www.ssc.govt.nz/leadership-success-profile">https://www.ssc.govt.nz/leadership-success-profile</a></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.
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.

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.
Security Clearance	<i>Appointment will be subject to a New Zealand Government <b>Top Secret</b> security clearance. New Zealand citizenship desirable.</i>

Up to date information on Corrections' outcomes, organisational structure, dimensions and appropriations can be found on the website <https://www.corrections.govt.nz/>

# Leadership Success Profile

