

## Secretariat | Kapa Tuhituhi

### Working in the Public Service | Nga mahi o te tari kāwanatanga

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa ināianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i Te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>)

### About Stats NZ | Mō Tatauranga Aotearoa

As New Zealand's national statistics office, Stats NZ Tatauranga Aotearoa is uniquely positioned to support the decisions that the Government, Māori and Iwi organisations, businesses, NGOs, and New Zealanders make every day. Our structure, culture, and systems are designed with collaboration and customers in mind – mobilised and working together to realise our ambition: **About Aotearoa, for Aotearoa – data that improves lives today and for generations to come.**

The increased availability of data brings data-driven innovation. Insights obtained from exploring data can lead to new and creative approaches in business, public services, and customer experience – ultimately improving the wellbeing of New Zealanders. Stats NZ Tatauranga Aotearoa, as data stewards and leaders of the data eco-system proactively protect and enhance the provision of good quality data to realise the value of data.

Stats NZ Tatauranga Aotearoa is led by the Chief Executive who is also the Government Statistician and Government Chief Data Steward.

### Te Tiriti o Waitangi

As an employee of Tatauranga Aotearoa Stats NZ and as a public servant, you are expected to recognise and respect the Crown's responsibility to give effect to Te Tiriti o Waitangi and the Treaty of Waitangi – incorporating it into your work and becoming an informed and confident te Tiriti partner. By embracing and uplifting te reo Māori, tikanga and te ao Māori at work you are contributing to the Crown's commitment under the Public Service Act 2020 to engage with Māori and support the Māori-Crown relationship.

## Role Purpose | Mō te tūnga

In your role as Secretariat – Priority Community Data Advisory Groups, you will provide high quality secretariat and coordination support to data advisory groups.

You will work closely with the respective Chairs of the groups to ensure the groups run effectively, are well supported, and can provide timely advice. You will plan meeting cycles, coordinate logistics and prepare documentation. You will help Stats NZ understand and act on the insights gathered from these groups by preparing summaries, tracking actions, and supporting follow-up.

Your work ensures these advisory groups are well organised, culturally safe and positioned to contribute meaningfully to Stats NZ’s mahi.

Successful delivery in this role is measured by the outcomes in the table below.

Requirements in your role may change with the needs of the organisation.

Key Outcomes	Accountabilities
Efficient coordination of group meetings	<ul style="list-style-type: none"> <li>• Support the Chair with preparing and formatting meeting agendas , papers and presentations materials to a clear and consistent standard.</li> <li>• Compile complete meeting packs and ensure all documents are distributed to members on time.</li> <li>• Take clear, neutral and accurate minutes that reflect discussions and next steps, ensuring owners are clear on expectations and timelines.</li> <li>• Coordinate all logistics, that may include booking travel, accommodation, venues and catering related to meetings, if required.</li> <li>• Set up and support the technology for meetings (e.g., VC/AV platforms) and ensure accessibility needs are met</li> </ul>
Groups are set-up to function effectively and constructively	<ul style="list-style-type: none"> <li>• Support the recruitment processes involved in selecting and appointing new group members.</li> <li>• Support the flow advice requests and updates between advisory groups.</li> <li>• Prepare, distribute and maintain accurate and up to date records, including attendance, minutes and other governance documents.</li> <li>• Support annual planning for the group (schedule, key topics, milestones, and basic resource/ communications planning) and keep plans up to date.</li> </ul>

	<ul style="list-style-type: none"> <li>• Support budget tracking and reporting for group meetings and activities (e.g., venues, travel, catering) in line with Finance procedures.</li> <li>• Ensure the groups' recommendations are shared with the relevant parts of the organisation.</li> <li>• Report back to the advisory groups on outcomes, progress and any follow-up activity, based on the group's recommendations.</li> <li>• Work with secretariats of other data advisory groups to identify and address intersecting issues and recommendations.</li> </ul>
<p>Groups are enabled to provide timely, free and frank advice</p>	<ul style="list-style-type: none"> <li>• Ensure members are given the right information, in the right format, at the right time.</li> <li>• Contribute to an atmosphere that supports collaboration and constructive discussion of issues</li> <li>• Proactively encourage relevant business groups to bring issues forward for advice</li> <li>• Proactively identify emerging issues that may affect group's functioning and raise them appropriately</li> <li>• Apply appropriate cultural processes (e.g., tikanga/kawa) to meeting planning and engagement in partnership with the Chair and members.</li> </ul>
<p>Demonstrates commitment to Stats NZ Tatauranga Aotearoa policies, procedures, strategy, and related initiatives.</p>	<ul style="list-style-type: none"> <li>• Actively support our Strategy, Mana Ōrite Relationship Agreement, Statistics Act 2022 and abides by other policies.</li> <li>• Actively support and engage with our Diversity, Equity and Inclusion Roadmap, policy, and principles.</li> <li>• Actively demonstrate The Way We Work principles which speak to what we care about, how we do things and what is needed for all our people to be successful in our organisation.</li> <li>• Demonstrate commitment to being a confident and capable partner of Te Tiriti o Waitangi. This includes an understanding of its relevance to your role as a public servant and the work you undertake at Stats NZ Tatauranga Aotearoa and building knowledge in te Ao Māori, te reo Māori and tikanga.</li> </ul>
<p>Demonstrates as a model public servant committed to initiatives and values outlined in the Public Service Act 2020</p>	<ul style="list-style-type: none"> <li>• Support and promote initiatives from the Public Service Commission Te Kawa Mataaho, including Papa Pounamu and Kia Toipoto.</li> </ul>

<p>and any subsequent adaptations.</p>	<ul style="list-style-type: none"> <li>• Develop and maintain cultural capability to positively contribute to Māori Crown Relations initiatives and actively support others to support this.</li> <li>• Adhere to Te Tauāki Whanonga mō te Rāngai Tūmatanui the Code of Conduct for the Public Sector values and principles:             <ul style="list-style-type: none"> <li>○ Trustworthy – to act with integrity and be open and transparent</li> <li>○ Respectful – to treat all people with dignity and compassion and act with humility</li> <li>○ Impartial – to treat all people fairly, without personal favour or bias</li> <li>○ Accountable – to take responsibility and answer for our work, actions, and decisions</li> <li>○ Responsive – to understand and meet people’s needs and aspirations</li> <li>○ Political neutrality – to act in a politically neutral manner</li> <li>○ Free and frank advice – when giving advice to Ministers, to do so in a free and frank manner</li> <li>○ Merit-based appointments – to make merit-based appointments (unless an exception applies under the Act)</li> <li>○ Open government – to foster a culture of open government</li> <li>○ Stewardship - to proactively promote stewardship of the Public Sector.</li> </ul> </li> </ul>
<p>Demonstrated commitment to Health, Safety and Wellbeing while at work.</p>	<ul style="list-style-type: none"> <li>• Take personal responsibility for your own health safety and wellbeing.</li> <li>• Ensure your actions or lack of action do not adversely affect the health and safety of others.</li> <li>• Report any incidents, near misses or any other concerns relating to health safety and wellbeing.             <ul style="list-style-type: none"> <li>• Make all efforts to comply with Stats NZ Tatauranga Aotearoa Health Safety and Wellbeing policies and processes to ensure the organisation is compliant with the current Health and Safety Act or regulations</li> </ul> </li> </ul>

## Person specification | Ngā āhuatanga e hiahiatia ana e mātou

### Core requirements

- A relevant tertiary qualification and/ or equivalent relevant experience for this role.

- Minimum 3 years’ experience providing administrative or logistical support to a range of stakeholders.
- Strong organisational and interpersonal skills
- Experience coordinating meetings including setting and distributing agendas and actions, taking minutes and maintaining records
- Strong written and oral communication skills, with the ability to produce clear documentation and communicate effectively with diverse audiences.
- Experience using everyday office software including a laptop/tablet, phone, Microsoft suit of products e.g., Outlook, Word, Excel, Intranet, online communications channels for meetings and chat.
- Competency or fluency in te reo Māori language or possess a willingness to develop knowledge and competence. (By 2040 Government aims to have 85% of its workers speaking te reo Māori).
- Understands Te Tiriti o Waitangi relevance to own role as a public servant and seeks opportunities to better meet the information needs of Māori. Supports initiatives to increase responsiveness to Māori.
- Understanding of intersectionality and concerns related to priority communities (Stats NZ has identified the following groups as priority communities: iwi Māori, Pacific, disabled, Ethnic minorities, LGBTIQ+, homeless and transient).

**Desirable**

- An understanding of statistical production or research methods, given the technical nature of the work the role will engage with across the groups.
- Experience working with one or more of the listed priority communities
- Specific knowledge or experience about measurement and production of data for and about the listed priority communities
- A broad knowledge of the machinery of government and working in the public sector would be an advantage.
- Understands, applies, and manages compliance by others with Stats NZ Tatauranga Aotearoa’s information and data governance standards and protocols.
- Understanding of data related issues and challenges facing small or minority communities.
- Knowledge of data/data systems or experience working with groups discussing technical subjects would be an advantage.
- Understanding of mātauranga Māori and te ao Māori.
- Understanding and application of tikanga practices in a work setting.
- Knowledge of iwi and Māori culture and social structures.

## Delivery 2030 Programme

