# Disability Support Services and Ministry of Social Development, Te Manatū Whakahiato Ora

# Regional Director EGL

## Our purpose

**Manaaki tangata, Manaaki whānau**

We help New Zealanders to be safe, strong and independent

## Our commitment to Māori

As a **Te Tiriti o Waitangi** partner we are committed to supporting and enabling Māori, whānau, hapū, Iwi and communities to realise their own potential and aspirations.

## Our strategic direction



## Our Values



## Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, 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 hapori, 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.

## The outcomes we want to achieve

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| New Zealanders get the support they require | New Zealanders are resilient and live in inclusive and supportive communities | New Zealanders participate positively in society and reach their potential |

## We carry out a broad range of responsibilities and functions including

* Employment, income support and superannuation
* Community partnerships, programmes and campaigns
* Advocacy for seniors and youth
* Public Housing assistance and emergency housing
* Resolving claims of abuse and neglect in state care
* Student allowances and loans

## **He whakataukī\***

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| --- | --- |
| Unuhia te rito o te harakeke  Kei hea te kōmako e kō?  Whakatairangitia, rere ki uta, rere ki tai;  Ui mai ki ahau,  He aha te mea nui o te ao?  Māku e kī atu,  He tangata, he tangata, he tangata\* | If you remove the central shoot of the flaxbush  Where will the bellbird find rest?  Will it fly inland, fly out to sea, or fly aimlessly;  If you were to ask me,  What is the most important thing in the world?  I will tell you,  It is people, it is people, it is people |

\* We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī

## Position detail

### Overview of position

The Regional Director EGL leads the regional Enabling Good Lives (EGL) team by providing strategic leadership improve outcomes for disabled people and their whānau. They will build a high performing team to expand the EGL approach locally to serve increased numbers of disabled people and families. They also provide strategic leadership across the wider programme of work to transform the disability support system nationally.

### Location

Waikato, Palmerston North/Mana Whaikaha, Christchurch

### Reports to

The Regional Director EGL reports to the National Director EGL within the Disability Support Services Business Group.

The purpose of the Disability Support Services Group is to transform how supports are provided to disabled people and their whānau who need support to live the lives they choose.

## Key responsibilities

### People Leadership

• Develop and lead a capable team that builds on the strengths of individuals to deliver results, shape change, and contribute to our work programme.

• Set stretch goals for the team that align with the Disability Support Services (DSS) vision, Enabling Good Lives principles, and founding documents.

• Ensure people's wellbeing and accessibility are at the forefront of decisions and approaches, including the provision of reasonable accommodations to enable our people to perform at their best.

• Role model our values, vision, and standards to drive the commitment and engagement of our people.

• Effectively manage team performance by setting clear expectations, providing regular feedback, having regular development, performance, and coaching conversations.

• Contribute to building an environment where professional and personal development is encouraged and supported.

### Strategic Leadership

• Alongside the National Director EGL lead the strategic direction of your team and contribute to the wider strategic planning of your Business Unit and DSS.

• Plan, organise and lead business planning activities for your team and ensure that it is delivering on its actions.

• Provide strategic advice to the National Director EGL and GM Design, Delivery & Data on key functional areas of expertise as required.

• Work across DSS to lead and ensure strong and appropriate linkages with and between projects, programmes, implementation, planning, funding, and monitoring.

• Ensure all work reflects the responsibilities of DSS to the priority of equity and meeting Te Tiriti o Waitangi obligations.

• Represent DSS and MSD, and when required the Associate Deputy Chief Executive, in external forums and meetings.

• Provide senior leadership for projects and areas, working with direct reports and others to ensure all work is well planned, using work planning tools and methods which includes taking strategic and tactical approaches to achieve results through high quality advice.

• Build collaborative and positive relationships across the Directorate, Ministry, the wider health sector, government, and other external stakeholders.

### Operational Leadership

• Have an overarching view of the work of your team and clearly outline strategies, plans, and priorities, giving a clear sense of direction and purpose for our people.

• Lead and be accountable for the delivery of your team’s work programme, projects, and initiatives, translating strategy into action.

• Manage the workflows of your team, including resource allocation and prioritisation of work, and monitoring and proactively managing workloads across your group/team.

• Provide oversight and quality assurance where required.

• Meet financial and budgeting requirements by adhering to approved budgets.

• Develop a high performing team that enables the delivery of regional work plan priorities.

• Provide day-to-day management and support to the team members located in the region.

• Lead the strategic direction of the EGL approach in partnership with the Leadership Group

• Lead community development and leadership building so the community can make the most of the opportunism of the Enabling Good Lives approach.

### Risk Management

• Identify any key risks to the demonstration and take action to minimise their impact.

• Identify financial and contractual risks and ensure sound processes and systems are in place to manage those risks.

### Embedding accessibility

• Lead and embed a culture of genuine accessibility within teams and work to actively identify and remove barriers to people fully participating in the workplace and recognises individual strengths and needs.

• Work with our people to ensure that reasonable accommodations needs are identified early, facilitated, and regularly reviewed to allow our people to work to their full ability and capacity.

• Ensure work outputs and deliverables have accessibility at the heart and are available in alternate formats as much as possible.

### Embedding te ao Māori

* Embedding and building on Te Ao Māori within their leadership role.
* Create the conditions for Te Ao Māori and Te Tiriti o Waitangi in all decisions to ensure Te Pae Tata is delivered and embedded in your business group.

## Health, safety and security

* Understand and implement your manager accountabilities as outlined in the HSS Accountability Framework.
* Ensure health, safety, security and wellbeing policies and procedures are understood, followed and implemented by all employees.

## Emergency management and business continuity

* Take responsibility for emergency management and business continuity confirming management of the critical functions that satisfy legislative, regulatory and client obligations are in place during and after a disruptive event.
* Ensure that policies and procedures encompassing emergency management, business continuity and crisis management arrangements are understood, followed and implemented by employees.

## Know-how

* Significant experience and leadership of the disability sector.

• Tertiary qualification in a relevant discipline or equivalent operational experience.

• Demonstrated understanding of, and commitment to the Enabling Good Lives approach and how to apply this in practice to support disabled people achieve the outcomes that are important to them.

• Previous leadership and management in leading a managing and delivering disability support at a system level.

• Experience in working in partnership with a governance group at a strategic level.

• Management experience in leading and developing teams to provide a positive, timely and high-quality experience for clients.

• Knowledge and understanding of Te Tiriti o Waitangi, the UN Convention on the Rights of Disabled Persons, and the UN Convention on the Rights of the Child.

• Significant experience at providing strategic advice through leadership

• Knowledge of health services and systems and change and experience with change processes.

• Proven experience at a senior level of managing budgets and staff.

• Significant people leadership experience in a complex and diverse organisation.

## Attributes

* Proven leadership and partnership building skills
* Excellent relationship management capability
* Depth of skill in planning, organizing, and time management, as well as being adaptable and flexible
* Role models integrity and accountability
* Environmental/organisational awareness
* Able to support and articulate strategy and vision and lead a team with inspiration, clarity and consistency, and display sound judgement.
* Exercises sound judgement, good decision making, and political savvy
* Highly effective communication skills
* Flexible, adaptable, and pragmatic
* Strong client focus
* Welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.

## Key relationships

### Internal

* DSS Executive Leadership Team
* Group and team managers
* DSS kaimahi

### External

* Tripartite community groups
* Ministers and ministerial staff
* Disability non-government organisations
* Other government agencies

## Other

### Delegations

* Financial – Yes, Level 4
* Human Resources – Yes, Level 3

### Direct reports - Yes

### Security clearance - No

### Children’s worker - Noncore

Limited ad hoc travel may be required.

**Position Description Updated:** 1 October 2025