

**Director, Innovation**

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## About Whaikaha - Ministry of Disabled People

### Our Purpose

At Whaikaha, we want an Aotearoa New Zealand where disabled people and tāngata whaikaha Māori are thriving.

We work with Deaf, disabled people, tāngata whaikaha Māori and Turi Māori, their families, whānau and communities, to drive real and meaningful change.

We can achieve more impact by working with others, so collaboration and relationship building across central and local government, businesses, iwi and hapū, is key.

### Our working environment

Our team reflects the communities that we serve, and this is a strength we draw on in our everyday work. We care about the wellbeing and success of our people and seek to provide a supportive and inclusive working environment. We are committed to meeting the accessibility needs of our people through reasonable accommodations.

### Working in the Public Service

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 both the current Government and successive governments to develop and implement their policies, as well as with its relationships with Māori under the Treaty of Waitangi.

### Te Tiriti o Waitangi

Te Tiriti o Waitangi (the Treaty of Waitangi) underpins our work and we are committed to giving effect to Te Tiriti through kāwanatanga, rangatiratanga, and ōritetanga. Whaikaha values and supports the voices of tāngata whaikaha Māori, Turi Māori and recognises them in the context of their whānau, hapū and iwi.  Our team works alongside tāngata whaikaha Māori, Turi Māori, whānau, hapū, iwi and communities to affirm their aspirations and work together to give effect to Te Tiriti.

## Your place in Whaikaha

The Director, Innovation reports to the Deputy Chief Executive Outreach and Innovation. The Director leads the Innovation Team.

Outreach and Innovation group builds and maintains relationships with the disability community, agencies and business and supports leadership capability and capacity building to influence society and change attitudes.

## About the role

The Director, Innovation leads and manages a small team who understands our sector and designs systemic interventions which lead to attitudinal change and influence of others at a whole of sector or system level. This role may be requested to deputise for the Deputy Chief Executive.

## How you will contribute

#### Innovation Design

* Work closely with DCEs, Managers and Directors to draw an evidenced based understanding of the context for disabled and Deaf people, tāngata whaikaha Māori, and Turi Māori and where opportunities for change will make the greatest differences.
* This role will work with Policy, Outreach, Communications and other teams to ensure a clear intervention logic applies to our selection and design of interventions, funding and investment decisions and fostering community- and sector-led initiatives.
* Facilitate co-design of initiatives to achieve change that delivers the outcomes sought by Government and that reflect the strategic intent of Whaikaha.
* Oversee and manage delivery.
* Measure success and identify learnings to apply to future initiatives.
* Work across Whaikaha to ensure strong and appropriate linkages with and between projects, programmes, implementation, planning, funding and monitoring.
* Build and maintain effective relationships with Ministry colleagues, ensuring effective collaboration, communication and knowledge transfer.
* Ensure all work reflects the responsibilities of Whaikaha to the priority of equity and meeting Te Tiriti o Waitangi obligations.
* Represent Whaikaha in external forums and meetings.
* Represent the Deputy Chief Executive as required with the Minister as well as a range of stakeholders.

#### Operational Leadership

* Oversee 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 support the pastoral and development needs of the team, ensuring the appropriate capacity and capability for the group to contribute to the work programme and priorities of Whaikaha.
* Proactively identify capability improvement areas and develop effective solutions to build capability and increase engagement of team members.
* Lead an inclusive team environment that models the Whaikaha values and motivate others to produce quality outcomes.
* Initiate and monitor projects, regularly reviewing the progress of the team against the group’s work programme deliverables.
* Develop a high-performing team that operates effectively and efficiently to deliver on agreed outputs to support Whaikaha work programme deliverables.
* Embed a culture of development and learning.
* Identify connections between work programmes across Whaikaha, for different communities and across diverse stakeholders to build cohesion and efficiency.
* Lead 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 team.
* Provide oversight and quality assurance where required.
* Meet financial and budgeting requirements by adhering to approved budgets.
* Support the team to build relationships with tāngata whaikaha Māori and disabled people, including ways to resolve differences of view where they arise.
* Support the team to synthesise a range of feedback from disabled people, tāngata whaikaha Māori, business, industry and local government to enable the presentation of views to Ministers and other government agencies.

#### 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 Whaikaha 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.
* Ensure all people processes are effectively carried out e.g., recruitment, onboarding and offboarding, cyclical activities, performance management etc.

#### Relationship Management

* Build and maintain collaborative and positive relationships across Whaikaha.
* Establish and maintain sound working relationships with key contacts at relevant government departments and agencies, the disability community, non-government organisations, interest groups and other key stakeholders.
* Work proactively with partners in ways that are most likely to deliver tangible benefits for disabled people, tāngata whaikaha Māori and their whānau.
* Recognise and value the voice of the disability community. Work collaboratively with community groups, disabled people, tāngata whaikaha Māori, whānau and providers reflecting their concerns and aspirations.
* Partner with key stakeholders to ensure the work programme reflects the Crown’s relationship with Māori and improves outcomes and equity and reflects our Te Tiriti obligations.
* Work closely with the Deputy Chief Executive to set the strategic direction and objectives for our Innovation function and lead the development of strategic relationship with key organisations.
* Build and maintain approaches to enable collaborative work with disabled people and tāngata whaikaha Māori, such as regular communication options and meeting schedules.

#### Risk Management

* Identify any organisational risks and take action to minimise their impact.
* Identify any financial risks and ensure sound processes and systems are in place to mitigate those risks.
* Ensure that appropriate risk management and monitoring strategies are in place as required.
* Keep the Deputy Chief Executive informed of any risk issues that may impact on the success of Whaikaha.

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

* Advocate for, support and develop your understanding of our commitment to the application of the articles of Te Tiriti across all roles and activities and encourage others to do the same.
* Ensure Te Tiriti is considered and included in appropriate ways across the course of your work activities and those of your team.

Contribute to our team - Whaikaha team leader

* Champion, promote and foster a safe, respectful and accessible workplace culture. Embrace your role as a good Whaikaha team leader by inspiring and demonstrating genuine care for each other, our mahi and the disabled community we serve. Understand and adapt to our diverse team, enabling contribution from all.
* Lead by example by taking personal responsibility for the wellbeing, health and safety of yourself and our people. Understand and fulfil your responsibilities as a leader for the wellbeing, health and safety of our people. Follow safe working practices, report all incidents, hazards, and near misses, and familiarise yourself with how to respond in case of an emergency.
* Take responsibility for understanding and implementing emergency management and business continuity plans relevant to your business unit and team. Ensure our people understand these plans well.
* Familiarise yourself and comply with all Whaikaha policies, procedures, and guidelines.
* Perform other duties as may be reasonably required from time to time.

## What you will bring

We are committed to building and maintaining a diverse, inclusive and accessible workplace. While this section contains guidance as to the potential requirements for the role, it is not determinative or a complete list. We value the unique skills, strengths, perspectives and experiences that a diverse range of people may bring and will work with our people to make any reasonable accommodations needed to ensure they have a work arrangement suited to their specific needs.

To undertake this role successfully the incumbent will:

* Be a disabled person, or have lived experience whānau, or be able to establish credibility and trust with the disability community, as well as having empathy and a deep understanding of the unique and diverse experiences of disabled people.
* Be willing to travel for work from time to time.

#### Qualifications, experience and knowledge

* Relevant tertiary qualification and or equivalent experience, this may include lived experience examples.
* Significant people leadership experience, including leading leaders.
* Broad experience leading to scope and negotiate outcomes and activities in partnership with disabled people, tāngata whaikaha Māori and their organisations.
* Substantial experience in developing and sustaining relationships – especially where trust needs to be built and where influence needs to be applied when the partner agency or group may not initially be interested in change.
* Deep knowledge in developing and managing a disciplined approach to innovation which ensures investment of time and resources in relationships that will achieve the greatest benefits.
* Significant experience and knowledge of managing complex stakeholder relationships through leadership and influence.
* Successful experience and knowledge of relationship management with an ability to establish rapport, build and maintain relationships at all levels (including senior management) across a wide range of sectors and across organisational boundaries.
* Proven experience and knowledge working under pressure and effectively dealing with a fast changing, ambiguous environment, dealing with multiple priorities and meeting tight deadlines by exhibiting strong organisational skills.
* Experience in developing, improving and utilising stakeholder engagement and consultation processes.
* Experience effectively presenting and communicating convincing arguments in a formal presentation setting to a range of internal and external audiences.
* Proven experience and knowledge of developing mechanisms to record the voices of disabled people and tāngata whaikaha Māori on key matters affecting them, that can be used to inform work across government.
* Understanding of the Machinery of government (desired but not essential).
* Understanding of Te Tiriti o Waitangi.

## Who you will be working with

#### Internal

* Deputy Chief Executive
* Chief Executive
* All Deputy Chief Executives
* Kaihautū – Chief Māori Advisor
* Staff who interact outside of Whaikaha
* Whaikaha kaimahi

#### External

* The Minister
* Ministers Offices
* Whaikaha partnership or reference groups
* Disability community groups, Disabled Peoples’ Organisations and tāngata whaikaha Māori rōpū
* Disability sector providers and representative groups
* Disability NGO’s
* Relevant Iwi networks and Māori interest groups
* Other government agencies
* Business and representative Groups
* Local Government

## Delegations

The following delegations apply to this position:

* People and Culture – Yes
* Financial – Yes

**Position Description** **Updated:** April 2025