

**Policy Manager**

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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 supporting the government’s 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 Policy Manager reports to the Group Manager, Policy within the Policy and Insights Business Group.

## About the role

The Policy Manager manages one of the Whaikaha Policy teams and, with the other Policy Manager and Principal Policy Analysts, supports the Group Manager to deliver key programmes of work within Whaikaha.

## How you will contribute

#### 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.
* Ensure accessibility and wellbeing 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.

#### Strategic Leadership

* Support your manager with the strategic direction and business planning activities of your team and contribute to the wider strategic planning of your group.
* Work across Whaikaha to ensure strong and appropriate linkages with and between projects, programmes, implementation, planning, funding and monitoring.
* Ensure all work reflects the responsibilities of Whaikaha in relation to equity and supporting government to meet its obligations in respect of Te Tiriti.
* Represent Whaikaha in external forums and meetings.

#### Operational Leadership

* Oversee the of the day-to-day work of your team and clearly outline strategies, plans, and priorities, giving a clear sense of direction and purpose for our people.
* 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.

#### Policy Management

* Shape the direction and approach to policy advice and complex policy projects, managing the delivery of advice to senior managers, ministers and stakeholders.
* Manage the purpose of the team, promoting an understanding of our Whaikaha strategic direction and position on issues both internally and externally.
* Build and support lived experience involvement throughout the work programme.
* Ensure the implications of Te Tiriti, Human Rights (including the UN Convention on the Rights of Persons with Disabilities), Enabling Good Lives vision and principles, and equity considerations are fully considered in policy work.
* Lead programmes of work within Whaikaha to deliver on the Government's and Ministry’s priorities and objectives.
* Manage projects and work areas, working with direct reports and others to ensure all work is well planned, delivered and reported on, using work planning tools and methods which includes taking strategic and tactical approaches to achieve results.
* Utilise technical policy skills to support the Policy team and provide quality assurance on the team’s work.
* Participate in, chair and influence advisory groups and governance groups to develop policy proposals and facilitate effective decision making.
* Initiate, monitor and maintain capability to achieve deliverables.

#### 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, and whānau and reflect their concerns and aspirations in policy advice.
* Partner with key stakeholders to ensure the work programme reflects the Crown’s relationship with Māori, improves outcomes and equity, and reflects our Te Tiriti obligations.
* Ensure effective collaboration, communication and knowledge transfer with colleagues.
* Participate in, chair and influence advisory groups and governance groups to develop policy proposals and facilitate effective decision making.

#### Risk Management

* Identify any organisational risks and take action and or seek support to minimise their impact.
* Keep your manager informed of any risk issues that may impact on the success of Whaikaha.

**Embedding accessibility**

* Lead and embed a culture of accessibility within teams, identify and remove barriers to people’s full participation in the workplace and recognise individual strengths and needs.
* Work with our people to ensure that reasonable accommodation 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 the application of the articles of Te Tiriti to our policy advice 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, tāngata whaikaha Māori, or have lived experience as 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.

**Qualifications, experience, and knowledge**

* Relevant tertiary qualification and or equivalent experience, this may include lived experience examples.
* Proven experience and knowledge of the policy development process, including Parliamentary and legislative processes.
* Successful experience and knowledge providing constructive review and feedback to achieve high quality policy work and provide peer support and coaching to others.
* People leadership experience, this could include volunteer or sports leadership experience.
* Broad experience leading, developing and managing high performing policy teams.
* Successful experience influencing and engaging internal and external stakeholders.
* Successful experience and knowledge shaping work programmes and policy projects to anticipate risks and issues.
* A demonstrated commitment to developing and maintaining specialist skills and knowledge, and project management skills.
* Proven experience and knowledge of presenting arguments convincingly in a formal presentation setting and to agency or external groups.
* Proven experience and knowledge of communicating effectively with Ministers, and guiding groups through complex discussion processes to achieve understanding, commitment and agreed outcomes.
* Understanding of the Machinery of government.
* Understanding of Te Tiriti.

## Who you will be working with

#### Internal

* Group Manager, Policy
* Deputy Chief Executive Policy and Insights and other members of ELT
* Policy Teams and other teams and managers
* Policy and Insights Group
* Whaikaha kaimahi

#### External

* Ministers’ Offices
* Other government agencies
* Disability community groups, Disabled Peoples’ Organisations and tāngata whaikaha Māori rōpū
* Disability non-government organisations
* Iwi networks and Māori interest groups

## Delegations

The following delegations apply to this position:

* People and Culture – Yes
* Financial – Yes

**Position Description** **Updated:** July 2025