

## Delivery Lead | Kaiārahi Horanga

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

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.

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 hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

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

The Delivery Lead plays a crucial role in supporting teams by providing leadership and delivery management, ensuring projects are completed within deadlines and high-value outcomes are achieved. Delivery Leads achieve these outcomes by collaborating with key stakeholders, including other leaders and kaimahi, pioneering and championing best practice across teams, and through iterative, continuous improvement processes across all aspects of the team's work.

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

| Key Outcomes   | Accountabilities   |
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| Provide leadership and delivery management of one or more work initiatives | <ul style="list-style-type: none"> <li>• Work closely with the Unit Manager as a senior member of the team to oversee work assignment, facilitating the achievement of deliverables and milestones through evidence-based planning and monitoring.</li> <li>• Serve as a subject matter expert on aspects of work techniques and approaches, guiding teams through the necessary steps to meet milestones and deadlines effectively.</li> <li>• Work with stakeholders to develop delivery plans; seek feedback from stakeholders to achieve understanding and buy-in</li> <li>• Coordinate development status reporting and updates, providing regular communication to Unit Manager, connected kaimahi including technical leads, and internal and external stakeholders as appropriate.</li> <li>• Identify and be an escalation point for risks, issues, and blocked dependencies, and work collaboratively with relevant stakeholders to the resolution of escalated problems.</li> <li>• Continually assess and improve delivery flow, ensuring that teams remain focused on high-value outcomes.</li> <li>• Ensure projects and reports are completed within deadlines</li> </ul> |
| Coordinate across teams and wider enterprise activities                    | <ul style="list-style-type: none"> <li>• Ensure that the team's work is appropriately integrated with initiatives across the organisation.</li> <li>• Facilitate clear and consistent communication between different project, programme, and support teams.</li> <li>• Share lessons learned with appropriate audiences to identify common challenges and to improve work methodologies, processes, and techniques across teams.</li> <li>• Identify and manage dependencies between the team's projects to ensure timely completion and integration.</li> </ul>  |
| Provide coaching and development support                                   | <ul style="list-style-type: none"> <li>• Coach colleagues and customers to understand 'the big picture' in which their projects operate.</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• Develop and champion the adoption and use of best practice methodologies, design, and techniques to lift capability across Stats NZ for the relevant delivery area.</li> <li>• Coach and support teams to foster self-organisation, continuous improvement, and iterative development approaches to work.</li> <li>• Develop and promote Stats NZ processes, systems, tools, methodologies, etc. for use across delivery teams.</li> <li>• Expand Stats NZ's knowledge base for specific domain areas and specialisms through research and experimentation</li> <li>• Identify, document, implement, and promote the continuous improvement of process and practice design.</li> <li>• Apply emotional intelligence to manage team dynamics, fostering trust and collaboration.</li> </ul>                                 |
| Demonstrates commitment to Stats NZ Tatauranga Aotearoa policies, procedures, strategy, and related initiatives.                                   | <ul style="list-style-type: none"> <li>• Actively supports our Strategy, Mana Ōrite Relationship Agreement, Statistics Act 2022 and abides by other policies.</li> <li>• Actively supports and engages with our Diversity, Equity and Inclusion Roadmap, policy, and principles. <ul style="list-style-type: none"> <li>• Actively demonstrates <a href="#">The Way We Work</a> 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>• Demonstrates 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> </li> </ul> |
| Demonstrates as a model public servant committed to initiatives and values outlined in the Public Service Act 2020 and any subsequent adaptations. | <ul style="list-style-type: none"> <li>• Support and promote initiatives from Te Kawa Mataaho Public Service Commission, including Papa Pounamu and Kia Toipoto. <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> </ul> </li> <li>• Adhere to Ngā uara o Te Ratonga Tūmatanui Public Service values as per section 16 of the Public Service Act 2020: <ul style="list-style-type: none"> <li>○ Impartial – treating people fairly without personal favour or bias.</li> </ul> </li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>○ Accountable – taking responsibility and answering for work, actions, and decisions.</li> <li>○ Trustworthy acting with integrity and being open and transparent.</li> <li>○ Respectful – treating all people with dignity and compassion, acting with humility.</li> <li>○ Responsive – understanding and meeting people’s needs and aspirations.</li> </ul>  |
| Demonstrated commitment to Health, Safety and Wellbeing while at work. | <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 Tatauranga Aotearoa Stats NZ 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 9 years experience working on projects and initiatives, demonstrating a deep understanding of how to successfully deliver them
- 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.
- Proficiency in work planning and team leadership techniques, with ability to effectively plan, organise, and execute associated tasks.
- Strong analytical and problem-solving skills.
- Stakeholder engagement and ability to work with Stats NZ corporate functions, seek and consider feedback from internal and external stakeholders.
- Proven track record of delivering high-quality project deliverables within deadlines.
- Understands, applies, and manages compliance by others with Stats NZ Tatauranga Aotearoa’s information and data governance standards and protocols.
- Written and oral communication skills suitable for a varied audience in a corporate setting.
- 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.

### Desirable

- A broad knowledge of the machinery of government and working in the public sector would be an advantage.



- Experience leading work across teams or in a matrixed reporting structure.
- Experience working and collaborating with Māori, iwi, hapū and other Tiriti partners.
- 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.
- Understanding of implementing Tiriti-centred approaches and partnering models.

