

## Kaiwhakahaere Wāhanga | Unit Manager

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

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa.

i āiane, 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>)

### Mō Tatauranga Aotearoa | About Stats NZ

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 committed to upholding the spirit and essence of Te Tiriti o Waitangi. This means ensuring your work supports the provisions and principles of Te Tiriti o Waitangi, highlighting and acting on any breaches. By embracing and uplifting te reo Māori, tikanga practices 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.



## Mō te tūnga | Role Purpose

The Unit Manager position is responsible for the operational management of their team, ensuring that the team has a strong customer focus, and managed within established financial frameworks. They play a critical role in fostering a team culture of operational excellence and continuous improvement.

This includes working as part of a collective leadership team within and across the branch, group and organisation forging collaborative and cooperative relationships to deliver outcomes that support our operational objectives.

Requirements in your role may change with the needs of the organisation. Unit manager positions can be transferred to other Unit Manager positions within Stats NZ Tatauranga Aotearoa.

Key Outcomes	Accountabilities
Provide operational management to a team.	<ul style="list-style-type: none"><li>• Oversee the day-to-day operations of the team to ensure timely and quality delivery of customer focused outputs.</li><li>• Develop and execute operational plans in alignment with organisational goals and priorities.</li><li>• Allocate resources effectively to meet business needs and deliver core service delivery goals.</li><li>• Manage budget and financial resources in a sustainable manner, ensuring best value for money.</li><li>• Ensure compliance with relevant legislation, organisational policies, and financial delegations.</li><li>• Identify and manage risks and issues and escalate as necessary to ensure timely resolution.</li><li>• Lead the development and implementation of continuous improvement initiatives to enhance operational efficiency and effectiveness.</li></ul>
Statistical output management <i>(applicable for statistical delivery branches only)</i>	<ul style="list-style-type: none"><li>• Work with Statistical Production Leads and oversee the end-to-end production of statistical products and services, ensuring accuracy, relevance, and reliability.</li><li>• Set and maintain high standards for statistical outputs, including documentation and metadata.</li><li>• Collaborate across teams within the group and across the organisation and ensure leveraging customer insights to drive business success.</li><li>• Utilise technical expertise to guide the development of statistical methodologies and processes.</li></ul>
Customer focus and service delivery	<ul style="list-style-type: none"><li>• Maintain a customer-centric approach to service delivery, addressing customers' technical needs and queries proactively and effectively.</li><li>• Ensure that statistical outputs are aligned with group products and services.</li></ul>
Leadership skills and capability	<ul style="list-style-type: none"><li>• Solicit feedback and use it to enhance leadership skills.</li></ul>

	<ul style="list-style-type: none"> <li>• Collaborate with technical leaders with the Mahi Tahī framework to ensure robust decision-making processes and adherence to audit trails and independence principles.</li> <li>• Foster a culture of collaboration, innovation, and continuous learning.</li> <li>• Set stretch objectives to drive personal and professional growth.</li> <li>• Provide coaching and support to build performance and capability within the team.</li> <li>• Ensure effective communication and collaboration within the team and across organizational boundaries.</li> </ul>
Relationship management with internal and external stakeholders	<ul style="list-style-type: none"> <li>• Build and nurture strong relationships with key internal stakeholders, including team members and Group Leadership team, to foster collaboration and alignment on organizational goals.</li> <li>• Establish and sustain effective relationships with external stakeholders such as clients, partners, and vendors, ensuring a positive and productive interaction.</li> <li>• Continuously assess and improve relationship management practices, identifying opportunities for enhancing stakeholder engagement and satisfaction.</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, Data and Statistics Act 2022, and abides by other policies.</li> <li>• Actively supports and engages with our Diversity, Equity, and Inclusion Roadmap, policy, and principles.</li> <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>
Demonstrates as a model public servant committed to initiatives and values outlined in the Public Service Act 2020 and any subsequent adoptions.	<ul style="list-style-type: none"> <li>• Support and promote initiatives from Te Kawa Mataaho Public Service Commission, including Papa Pounamu and Kia Toipoto.</li> <li>• Develop and maintain cultural capability to positively contribute to Māori Crown Relations initiatives, and provisions and principles of Te Tiriti o Waitangi.</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>

	<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.</li> <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>

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

### Core requirements

- A relevant tertiary qualification and/or equivalent relevant experience for this role.
- Proven experience in operational management roles, preferably in a statistical or data-driven environment.
- Experience in budget management and financial delegation.
- Excellent leadership, communication, and interpersonal skills.
- Ability to work collaboratively with cross-functional teams and external partners, demonstrating flexibility and adaptability.
- Ability to manage and motivate a diverse team of professionals.
- Demonstrated ability to drive continuous improvement and operational excellence.
- Competency or fluency in te reo Māori language or possess a willingness to develop knowledge and competence. (i.e. by 2040 Government aims to have 85 percent 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.
- Understands, applies, and manages compliance by others with Stats NZ Tatauranga Aotearoa’s information and data governance standards and protocols.
- Strong understanding of statistical principles and methodologies.