

Education New Zealand
Manapou ki te Ao
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New Zealand

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E: info@enz.govt.nz

www.enz.govt.nz
www.studyinnewzealand.govt.nz

16 November 2021

[REDACTED]
[REDACTED]

Dear [REDACTED],

Official Information Act 1982 request

I refer to your Official Information Act (the Act) request, received by Education New Zealand (ENZ) on 19 October 2021, which asks:

1. *I would like to understand based on your ENZ's Org Chart, are there any position that are currently vacant and how long it has been vacant for?*
2. *If there are, may I have the job title and the relevant job description/salary band.*
3. *Also are there any future opening or recruitment drive in 2022, in particular the job based offshore, and the relevant job description/salary band.*
4. *Also please kindly provide an update org chart of ENZ*

Response to your request

1. *I would like to understand based on your ENZ's Org Chart, are there any position that are currently vacant and how long it has been vacant for?*

As of 19 October 2021 (the date we received your request) ENZ had one position vacant which was advertised on our website's careers section as well as on www.seek.co.nz. The position was vacant for three weeks as of 19 October 2021. The position is yet to be filled.

2. *If there are, may I have the job title and the relevant job description/salary band.*

The job title is Senior Advisor, Government Engagement. The position description is included with this letter as Appendix A. The salary band for that position is level 16 of ENZ's salary bands.

3. *Also are there any future opening or recruitment drive in 2022, in particular the job based offshore, and the relevant job description/salary band.*

This request is declined under section 18(e) of the Act as the information does not exist, as no decisions have been made by ENZ in this regard.

4. *Also please kindly provide an update org chart of ENZ*

This request is declined under section 18(d) of the Act as the information is publicly available on the ENZ website at <https://enz.govt.nz/assets/Uploads/ENZ-Organisation-Chart-Structure-and-roles.pdf>

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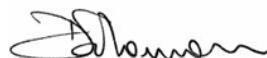
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In preparing this information release ENZ has considered the public interest considerations in section 9(1) of the Official Information Act. You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at <https://www.ombudsman.parliament.nz/> or freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact Abby Humphries, Accountability Manager, at abby.humphries@enz.govt.nz.

Please note that it is our policy to proactively release our responses to official information requests where possible. Our response to your request will be published shortly at <https://enz.govt.nz/about-enz/information-releases/>, with your personal information removed.

Yours sincerely



Di Solomon
Director, Government and Stakeholders Relations

Encl: Appendix A – Position description, Senior Advisor – Government Engagement.

**Appendix 'A' (2122-055 OIA request) – Position Description
Senior Advisor – Government Engagement**

Reports To	Engagement Manager
Location	Wellington
Direct Reports	Nil
Tenure	Permanent full time
Delegated Financial Authority	Nil
Last Reviewed	October 2021

Public Service Commission Statement

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.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki.
(<https://www.publicservice.govt.nz/about-us>)

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>)

ENZ Purpose

Education New Zealand, Manapou ki te Ao (ENZ)'s purpose is to deliver social, cultural, and economic benefits to Aotearoa New Zealand by taking New Zealand education experiences to the world.

What do we mean by this? We bring the Government's goals for international education to life by providing a range of targeted value-added services to the international education ecosystem, both globally and in Aotearoa New Zealand.

Group Purpose – Government Relations

This team develops and delivers key advice and support to our Minister and government agencies and leads and drives the interagency work programme focused on policy development and alignment to support the NZ international education industry. The team is responsible for developing ideas and influencing key policy settings across relevant NZ Inc agencies as well as leveraging these relationships for the benefit of ENZ and the NZ international education industry.

The team manages relationships with our government customers (our Minister and other government agencies) and provides a secretariat for the Chief Executives' group. Key roles of this team are to deliver all accountability documents and to ensure ENZ meets its accountability obligations. The team contributes to the support and management of the ENZ Board.

Role Purpose

ENZ has numerous stakeholder relationships, particularly across government agencies and within our governance arrangements.

The Senior Advisor Government Engagement is responsible for working with the Engagement Manager to lead engagement with ENZ's key stakeholders, particularly with Government agencies to support the delivery of ENZ's strategic priorities.

Relationship Management

<p>The position maintains close and effective working relationships with: Internal</p>	<ul style="list-style-type: none"> • Engagement Manager • Director Government Relations • Government Relations and Stakeholder team • Other teams across the organisation
<p>External</p>	<ul style="list-style-type: none"> • Liaise with and maintain effective and relevant working relationships with entities including: <ul style="list-style-type: none"> ○ Government Agencies at a senior advisor level and above ○ Education sector and other stakeholders ○ Representatives of foreign diplomatic missions in New Zealand and visiting diplomatic and official delegations – when necessary.

Key accountabilities for this position

In this position you are responsible for delivering on the following key accountabilities:

<p>Stakeholder Engagement</p>	<ul style="list-style-type: none"> • Work collaboratively across the organisation to ensure that: • Engagement with New Zealand government agencies and other stakeholders is influential, credible, constructive and coordinated, with ENZ's position clear at all times • Information and advice provided is accurate, timely, relevant and of high quality • Engagement both informs and contributes to the advancement of ENZ's strategic objectives and international education in New Zealand
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	<ul style="list-style-type: none"> • Draft reports and papers for the Chief Executive, the Leadership Team and cross-agency meetings • Implement and at times lead ENZ positions on operational issues, representing ENZ's views and interests to NZ government agency partners, including the Ministry of Education and the international education sector, including regular peak body meetings • Work with the Engagement Manager to identify Government policy and legislation with implications for ENZ and ensuring relevant internal colleagues are informed • Lead and refine the collation of ENZ positioning statements for the ENZ actions of the NZ International Education Strategy
Planning and Reporting	<ul style="list-style-type: none"> • Manage and lead projects as directed by the Engagement Manager • Undertake research into a range of issues within own work programme and agreed priorities, producing high quality policy analysis for the Engagement Manager and Leadership Team • Develop knowledge and expertise in specified areas, undertake research and in consultation with others, coordinate and prepare briefs, Ministerial and other correspondence
General Support	<ul style="list-style-type: none"> • Collate accurate, timely information in line with management, Board and external reporting requirements • Work with other teams as directed, providing support across a range of issues • Assist with the delivery of the team's overall goals
Professional Behaviour	<ul style="list-style-type: none"> • Work collaboratively as part of ENZ. This requires the incumbent to be decisive, take initiative and explore options but to also accept collective responsibility for decisions made • Lead and model ENZ's Ngā Manapou with the rest of the organisation • Promote the purpose, Ngā Manapou and beliefs of ENZ including good employer principles and practices and high standards of integrity, trust and behaviour in all operations of the business • Create and maintain corporate information to high standards to ensure ENZ can meet reporting obligations

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<p>Safety and Wellbeing</p>	<ul style="list-style-type: none"> • Take reasonable care for their own health and safety • Take reasonable care that their acts or omissions do not adversely affect the health and safety of other people • Comply, so far as reasonably able, with any reasonable instruction that is given to them by ENZ to allow ENZ to comply with the law • Cooperate with any reasonable policy or procedure of ENZ relating to health or safety in the workplace that has been notified to staff.
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To be successful in this position

For this position the Senior Advisor Government Engagement needs to demonstrate the following:

- Ability to navigate effectively and flexibly through government and sector meetings
- A minimum of 5 years public sector experience and understanding of the workings of the New Zealand government including ministerial and parliamentary processes
- A tertiary qualification in a relevant discipline
- Interest in and understanding of political, economic, social and cultural aspects of international education
- Experience in the provision of high-quality written advice in the form of papers, presentations and other
- Ability to analyse information and offer solutions and comfortable in working in and through ambiguity
- Excellent relationship management and stakeholder engagement skills and ability to grow relationships across government agencies
- An ability to work across different cultural environments, manage divergent interests and anticipate and manage conflict
- Confidence and ability to influence executives, ministers and other decision makers
- Confidence and ability to map out, lead and implement significant pieces of work – for example on workstreams led by ENZ in the New Zealand International Education Strategy
- Well-developed ability to manage workflow, including prioritisation of tasks in a dynamic and fast-paced environment
- Understanding of what high quality advice is, and how to frame and deliver this advice
- Ability to produce high quality advice, often with incomplete information and within limited timeframes
- A flexible and creative approach to problem solving, good judgement and a proactive, positive “can do” attitude
- Experience in the education sector would be preferable
- Respect for and alignment with the ENZ’s internal He Rautaki Māori strategy.

Ngā Manapou | Our Values

Ngā Manapou – Our Values

Ngā Manapou are the values and behaviours of ENZ that all employees strive to uphold.

Ngā Manapou

Aroha

We value the beliefs and culture of ENZ staff.

We say what we mean.

We listen respectfully.

We think and act constructively.

MANAAKITANGA

KAITIAKITANGA

BE ONE

We interact positively with our colleagues to preserve and enhance our collective mana.

We partner with generosity and appreciation.

We work collaboratively and constructively.

We appreciate effective teamwork.

BE BOLD

We lead change and are robust decision-makers.

We are rich in ideas, courageous and confident in our abilities to turn them in to realities.

We have a culture of leadership and responsibility.

We support and encourage each other.

We remain open to new perspectives and ideas.

We focus on finding sustainable solutions.

We recognise and treasure cultural diversity.

We consult genuinely before making decisions.

We constantly challenge what's gone before and shape what's coming.

We develop powerful relationships with our stakeholders.

Ngā Manapou | Our Values



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Role specific competencies

<i>Business Acumen</i>	Knowledgeable in current and possible future policies, practices, trends, technology, and information affecting the organisation.
<i>Integrity and Trust</i>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
<i>Customer Focus</i>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
<i>Peer Relationships</i>	Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers; won't let unresolved issues drift.
<i>Motivating Others</i>	Creates a climate in which people want to do their best; empowers others; invites input from each person and shares ownership and visibility; makes each individual feel his/her work is important; is someone people like working for and with.
<i>Innovation Management</i>	Has good judgement about which creative ideas and suggestions will work; can facilitate effective brainstorming; is willing to start something and make adjustments along the way; is not afraid to try something never done before.
<i>Cross-Cultural Agility</i>	Respects cultural differences and understands the need for flexibility.