



**MINISTRY OF SOCIAL
DEVELOPMENT**
TE MANATŪ WHAKAHIATO ORA

6 July 2023

Tēnā koe

On 8 June 2023, you emailed the Ministry of Social Development (the Ministry) requesting, under the Official Information Act 1982 (the Act), the following information:

Sally Clarkson T L whose e mail id sent a video recording as a spokesperson of MSD to the Immigration Conference on 6,7/05 organised by NZFMC. The information required is 1. Were the contents of the video approved by any authority since they represented MSD(its so becuase she spoke contrary to the tittle of conference.) 2. Was permission accorded by any authroty for sally to represent at the coneference. 3. What is the job profile of Sally 4 Was a invite to conference received by MSD. Please provide a copy to verify the title of topic. 5 Is Sally on payroll of MSD as she has failed to answer through e mails

For clarity, each part of your request will be responded to in-turn. Some questions have been re-ordered and grouped together:

1. Were the contents of the video approved by any authority since they represented MSD(its so becuase she spoke contrary to the tittle of conference.)

We are providing the following publicly available resource on the Waikato Multicultural Council New Zealand website:

waikatomulticultural.org.nz/Blog%20Issues%20%26%20Causes/Immigration%20Conference%202023

The Ministry's representative at this event presented an exposition of New Zealand's bicultural heritage, and building on this foundation, provided a vision for how Māori Crown relations can flourish and strengthen moving into the future. The Ministry's representative contributed a relevant and important topic for attendees at the *Te Tiriti-based Multicultural Aotearoa towards 2040* conference.

2. Was permission accorded by any authority for Sally to represent at the conference.

3. What is the job profile of Sally

4 Was a invite to conference received by MSD. Please provide a copy to verify the title of topic.

Please see the **Appendix** enclosed which provides the draft programmes spanning the two days that the *Te Tiriti-based Multicultural Aotearoa towards 2040* conference took place. Also contained in the **Appendix** is the *Invitation to attend* that the New Zealand Federation of Multicultural Councils Inc extended to the Ministry. Finally – in terms of the job profile for the person you are requesting information about, the **Appendix** also includes a copy of the job description for the Team Leader role in the Māori, Communities and Partnerships team.

5 Is Sally on payroll of MSD as she has failed to answer through e mails

The person that you have requested information about is a current employee of the Ministry.

Lastly, we would please ask that you consider sending any future requests for official information to OIA_Requests@msd.govt.nz, as an alternative to emailing individual staff members.

The principles and purposes of the Official Information Act 1982 under which you made your request are:

- to create greater openness and transparency about the plans, work and activities of the Government,
- to increase the ability of the public to participate in the making and administration of our laws and policies and
- to lead to greater accountability in the conduct of public affairs.

This Ministry fully supports those principles and purposes. The Ministry therefore intends to make the information contained in this letter and any attached documents available to the wider public. The Ministry will do this by publishing this letter and attachments on the Ministry's website. Your personal details will be deleted, and the Ministry will not publish any information that would identify you as the person who requested the information.

If you wish to discuss this response with us, please feel free to contact OIA_Requests@msd.govt.nz.

If you are not satisfied with this response, you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or 0800 802 602.

Ngā mihi nui



Rena Hona

General Manager | Māori, Partnerships and Programmes
Ministry of Social Development

Appendix

Te Tiriti-based Multicultural Aotearoa towards 2040

6-7 May 2023

Venue: Jet Park Hotel

Programme Day - 1 (Saturday, 6 May 2023)

#	Time	Item
1	8:30am	Registrations
2	9:00am	Powhiri
3	9:30am	Morning Tea
4	10:00am	Welcome
5	10:15am	Panel: Population Strategy - Developing a cultural framework for NZ population strategy Facilitated by Prof David MacDonald
6	11:30am	Reflections with the Immigration Minister
7	12:30pm	Lunch
8	1:30pm	Panel: Arrival and Settlement - Cultural Infrastructure for a Thriving Tiriti-based Multicultural Society Facilitated by James Liu Massey University
9	3:00pm	Afternoon Tea
10	3:30pm	Parallel Sessions: Seniors Women Youth LGBTQI+
11	4:30pm	Summing up the day
12	6:30pm	Conference Dinner

Programme Day - 2 (Sunday, 7 May 2023)

	Time	Item
13	9:00am	Doctrine of Discovery - Aotearoa Before Te Tiriti o Waitangi with Tina Ngata Facilitated by Paul Hunt, HRC

14	10:15am		Morning Tea	
15	10:30am		Panel: From Policy to Practice - MNZ Partners on Implementing Cultural Infrastructure in NZ	
16	11:45am		Conference Declaration	
17	12:30pm		Lunch	
18	1:30pm		Political Forum Labour National Greens Te Paati Maori ACT	
19	3:00pm		Conference concludes and departures	

Released under the Official Information Act (1982)

DRAFT



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Sally Clarkson
Ministry of Social Development

Invitation to Speak

Tēnā koe Sally

The Executive Committee of Multicultural New Zealand invites you to join us at the upcoming MNZ Huarahi Hou Immigration Conference, to be held at **Jet Park Hotel and Conference Centre** in Tāmaki Makaurau Auckland on **Saturday the 6th - Sunday the 7th of May 2023**. The theme is *Te Tiriti-based Multicultural Aotearoa towards 2040*.

This is done on the auspices of immigration, centered on the migrant and former refugee communities of New Zealand. MNZ has always championed for a population-based immigration strategy in Aotearoa New Zealand and advocated for greater input from tangata whenua.

We expect an audience of 150 community leaders with additional academics and government officials, with the purpose of making a significant input into decision making at government policy level.

We are inviting you to share your views on the matter as a speaker during the following session:

From Policy to Practice - MNZ Partners on Implementing Cultural Infrastructure in New Zealand 11:00am – 12:30pm, Sunday 7th May 2023

We also encourage you to attend the wider conference. It will be a fine opportunity to meet a wide variety of NZ's leaders, and to observe the subsequent declaration MNZ will take back to Government and Aotearoa.

RSVP including any dietary requirements or plus ones, to Rebecca Leete at execadmin@mnz.org.nz, 027 519 3492.

Thank you for your interest and commitment to the people of Aotearoa. I look forward to hearing from you.

Ngā manaakitanga

Pancha Narayanan
National President
Multicultural New Zealand

Our purpose

Manaaki tangata, Manaaki whānau

We help New Zealanders to be safe, strong and independent

Our commitment to Māori

As a **Te Tiriti o Waitangi** partner we are committed to supporting and enabling Māori, whānau, hapū, Iwi and communities to realise their own potential and aspirations.

The outcomes we want to achieve

New Zealanders get the support they require

New Zealanders are resilient and live in inclusive and supportive communities

New Zealanders participate positively in society and reach their potential

We carry out a broad range of responsibilities and functions including

- Employment, income support and superannuation
- Community partnerships, programmes and campaigns
- Advocacy for seniors, disabled people and youth
- Public housing assistance and emergency housing
- Resolving claims of abuse and neglect in state care
- Student allowances and loans

Our strategic direction

Mana manaaki

A positive experience every time

Kotahitanga

Partnering for greater impact

Kia takatū tātou

Supporting long-term social and economic development

Te Pae Tawhiti – Our Future



He Whakataukī*

Unuhia te rito o te harakeke
Kei hea te kōmako e kō?
Whakatairangitia, rere ki uta, rere ki tai;
Ui mai ki ahau,
He aha te mea nui o te ao?
Māku e kī atu,
He tangata, he tangata, he tangata*

If you remove the central shoot of the flaxbush
Where will the bellbird find rest?
Will it fly inland, fly out to sea, or fly aimlessly;
If you were to ask me,
What is the most important thing in the world?
I will tell you,
It is people, it is people, it is people

*We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī

Position Detail

Overview of position

The role of the Team Leader in the Māori, Communities and Partnerships team is to provide strategic leadership for community initiatives and programmes designed to effect changes in attitudes and behaviour, with a focus on reducing violence and discrimination in our communities.

The Team Leader's role includes oversight of the planning, implementation and dissemination of actions, initiatives and programmes.

Reporting to the Manager, Community Partnerships and Programmes, the role is responsible for team management and leadership, and establishment of a culture within the team that aligns with the vision of the wider Māori, Communities and Partnerships Group

Location

National Office

Reports to

Manager, Community Partnerships and Programmes

Key Responsibilities

Strategic relationship management

- Work co-operatively with key stakeholders both within and outside the Ministry, and with government and non-government agencies.
- Promote the Ministry's vision and service development/delivery direction,
- Stand apart from the immediacy of situations and take a broad or long-term view, foreseeing opportunities and developing workable solutions to problems.
- Represent the Manager, Community Partnerships and Programmes in any forums as required.
- Establish, develop, implement and monitor effective relationships with internal and external stakeholders.
- Develop professional expertise in relevant work areas.
- Build and maintain effective networks / relationships to identify project development opportunities within area of responsibility, both inside and outside the Ministry.

Programme implementation

- Provide leadership and management of allocated work around the implementation of service delivery programmes, or management of the team's contribution to work being led by others.
- Undertake appropriate planning to ensure that the components of the work programme assigned to the team are delivered to the required quality standard, and within required timeframes.
- Ensure the effective allocation and use of resources to achieve the Ministry's priorities.
- Adhere to all other policies and procedural requirements of the Ministry.
- Actively identify and manage organisational risk.
- Keep manager informed of any critical risk issues, and the strategies in place to mitigate them.
- Provide inputs to policy.

Programme delivery analysis, advice and reporting

- Follow group and Ministry processes and protocols.
- Provide high quality, balanced analysis and advice on a range of specialist issues and/or on issues of considerable complexity within specified timeframes.

- Have responsibility for the identification of key issues, within the area of responsibility, in the development and implementation of whānau support.
- Have responsibility for identifying needs, objectives, outcome options and appropriate programme delivery or operational policy and implementation issues, relating to the development of the initiative or programme.
- Ensure implementation costs and benefits associated with assignments are fully identified and described.
- Ensure there is appropriate input into the work for which they are responsible from Māori, Ethnic, Pacific people and other groups, within parameters set by management, and ensure that information is provided on the engagement with/participation in the initiative or programme
- Keep up-to-date, within area of responsibility, on relevant changes in overseas initiatives or programmes, ensuring adaptability as necessary to reflect these.

Leadership

- Maintain a high standard of personal integrity in all matters, as required by the Ministry's code of conduct.
- Manage team activities, including workload scheduling, meetings and development of best practice.
- Carry out performance development and appraisal processes for staff.
- Contribute to the direction for the team, and promote an understanding of the Ministry's mission and position on issues both internally and externally.
- Demonstrate a commitment to public service ethics, values and standards.
- Maintain a high standard of personal integrity in all matters, and ensure Ministry processes and protocols are followed.
- Develop a knowledge of the interests of key stakeholders. both within and outside the Ministry.

Staff management

- Provide day-to-day management and supervision of staff, including coaching and providing constructive feedback.
- Ensure staff have the appropriate skills, knowledge and experience to deliver the work programme, and implement appropriate professional development strategies to enhance staff capability.
- Undertake performance appraisals of direct reports, and meet required timeframes for the development of performance objectives and the completion of assessments.

Work programme

- Provide information and advice to the Manager, Community Partnerships and Programmes, General Manager or Deputy Chief Executive as required.
- Co-ordinate the development of joint initiatives with other Ministry business units on selected issues or areas of specialist expertise.
- Contribute to and in some cases co-ordinate the development of joint initiatives with other government agencies.
- Ensure that activities within communities are well planned, co-ordinated and supported.

Resource and change management

- Manage personal time and performance levels, in order to provide output effectively and efficiently within agreed timeframes.
- Work constructively and collaboratively with other managers / team leaders and staff, and ensure that effective and appropriate support services and resources are available as required.
- Support and, where required, implement change management processes to ensure that the business is aligned with the demands of the wider Ministry priorities.

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 manage these.
- Ensure reporting is timely and informative.
- Ensure that appropriate risk management and monitoring strategies are in place in relation to contract management.
- Keep the Manager, Community Partnerships and Programmes informed of any risks and issues which may impact on the Ministry's reputation.

Embedding Te Ao Māori

- Embed and build on Te Ao Māori within leadership role.
- Create the conditions for Te Ao Māori and Te Tiriti o Waitangi in all decisions, ensuring that Te Pae Tata is delivered and embedded in business group.

Health, Safety and Security

- Understand and implement manager accountabilities, as outlined in the HSS Accountability Framework.
- Ensure health, safety, security and wellbeing policies and procedures are understood, followed and implemented by all employees.

Emergency Management and Business Continuity

- Take responsibility for emergency management and business continuity, confirming management of the critical functions that ensure that legislative, regulatory and other relevant obligations are in place during and after a disruptive event.
- Ensure that policies and procedures encompassing emergency management, business continuity and crisis management are understood, followed and implemented by employees.

Know-how

- An appropriate tertiary qualification or comparable knowledge and practical experience in community / social development, and/or social change campaigns and social marketing.
- History of achievement in the development and provision of high-quality programme delivery
- Knowledge and understanding of government processes and directives.
- Knowledge and understanding of issues impacting on community, voluntary, Iwi/Māori, Pacific and ethnic organisations.
- Proven ability and experience in managing relationships, both internally and externally.
- Strong project management experience.
- Understanding of social services / health / education environment, and the programmes that operate with it to support families.
- Proven ability to take a whole-of-government approach in all work.
- Experience in managing high performing teams.

Attributes

- Motivates through vision and purpose
- Highly developed leadership skills – able to provide professional leadership, to both internal and external stakeholders.
- Well-developed communication skills – in all forums, including written and oral.

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- Builds a Strong Team – able to lead, motivate and manage a team of professional, high-performing people.
 - Excellent interpersonal skills, and able to adapt these to the needs of others.
 - Strong stakeholder focus – able to adapt thinking and leadership style to meet the needs of the others.
 - Proven credibility, integrity and professionalism.
 - Strong work ethic – shows drive and determination in all situations.
 - Welcomes and values diversity, and contributes to an inclusive working environment where differences are acknowledged and respected.
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Key Relationships

Internal

- Manager, Community Partnerships and Programmes.
- Māori, Communities and Partnerships management and staff across all levels.
- Other Ministry staff as appropriate, including regional staff.

External

- Officials in Minister's Offices.
 - Central agencies eg Treasury, State Services Commission and Department of Prime Minister and Cabinet.
 - Relevant Government agencies eg New Zealand Police, and Ministries of Health, Education and Justice.
 - Providers in the non-government organisation space.
 - Community and voluntary sector organisations, including local government bodies.
 - Iwi, hapū and whānau, and other community / hapori stakeholders.
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Other

Delegations

- Financial – No
- Human Resources – Level 6

Direct reports – Yes

Security clearance – No

Children s worker – No

Travel – Limited ad hoc travel may be required.