

He Aratohu Kōrerorero
Whakatau i Te Kawa Mataaho
mā Ngā Kaihautū
Public Service Induction
Conversation Guide for Leaders

Purpose

Kia ora

This guide is designed to help you support your new staff through Induction. There are six topics in the induction, but your staff may not need to complete all the topics, based on their previous experience or knowledge. Using this guide, you and your new team members will be able to work out the best Public Service induction experience for them.

In addition to helping you both navigate the content, this guide includes questions, prompts and links to additional information that you can use to have great conversations with your team members. You might also like to talk to your Human Resources team about integrating with your organisation's induction.

Hei konā mai



The Public Sector

Questions to check what learning is needed:

Are you familiar with the history of the Public Sector and the impact that it has had for New Zealanders?

Do you understand the impact our work has for New Zealanders as a part of the Public Sector?

You might like to check out these resources on the Public Service Core Learning Hub:

- [Ngā Taiopenga Tārai i te Ratonga Tūmatanui me Aotearoa | Events that have shaped New Zealand and the Public Service](#)
- [He pēhea tā mātau mahi mā Aotearoa | How We Serve Aotearoa New Zealand](#)

Questions to follow up the learning:

How do you think that the history of the public sector has impacted our organisation?

What impact do you think your role will have for New Zealanders?

Additional Information and links:

[People who work in the Public Service \(Te Kawa Mataaho Public Service Commission\)](#)

[What is the Public Service \(Te Ara – The Encyclopedia of New Zealand\)](#)

Te Tiriti o Waitangi and the Māori Crown Relationship

Questions to check what learning is needed:

Are you familiar with the Māori Crown partnership and our commitments under Te Tiriti o Waitangi?

How do you think that Te Tiriti o Waitangi might impact the work that we do?

You might like to check out these resources on the Public Service Core Learning Hub:

- [Te Tiriti – Te Hītori o te Tiriti | The Treaty – History of the Treaty of Waitangi](#)
- [Te Tiriti Ā Mohoa Nei | The Treaty Today](#)
- [Te Tiriti, ko au he Tūmau a te Ratonga Tūmatanui | The Treaty and me as a Public Servant](#)
- [Te Tiriti me te whakahonohono ki te Māori | The Treaty and engagement with Māori](#)
- [Ngā Hononga i waenga i te Māori me te Karauna i roto i te Ratonga Tūmatanui | Māori Crown Relations in the Public Service](#)

Questions to follow up the learning:

How do you think that our commitment to Te Tiriti o Waitangi might show up in your role?

How do you think that our organisation might engage with Māori?

Additional Information and links:

[Māori Crown Relationships \(Te Kawa Mataaho Public Service Commission\)](#)

[Te Kāhui Hīkina \(Te Arawhiti Office of Māori Crown Relations\)](#)

Public Sector Structure

Questions to check what learning is needed:

Do you understand how the Public Sector connects and work together?

Are you familiar with the government agencies and organisations we work with most closely?

You might like to check out these resources on the Public Service Core Learning Hub:

- [Te mahi tahi i te Rāngai Tūmatanui | Working together in the Public Sector – Conversation Guide](#)
- [Ngā kupu a te Ratonga Tūmatanui | Public Service Terminology](#)

Questions to follow up the learning:

How do you think that you might connect with other government agencies and organisations?

Which other government agencies and organisations do you think that you will work with in your role?

Additional Information and links:

[How the public service is organised \(Te Kawa Mataaho Public Service Commission\)](#)

[Sectors in the public service \(Te Kawa Mataaho Public Service Commission\)](#)

How our government system works

Questions to check what learning is needed:

Do you understand how the government, parliament and legislative process work?

Do you understand how government processes might impact your role?

You might like to check out these resources on the Public Service Core Learning Hub:

- [Ngā Peka Kāwanatanga | The Branches of Government](#)
- [Te Mahi a Ngā Minita | The Role of Ministers](#)
- [Te Manapou o te Ratonga Tūmatanui | The Role of the Public Service](#)
- [Te hononga i waenga i te Kāwanatanga me te Ratonga Tūmatanui | The Relationship between Government and the Public Service](#)
- [He pēhea te hanga Ture | How Legislation is Made](#)

Questions to follow up the learning:

Do you know who our Minister(s) are?

Which parts of government processes do you think you will be most closely involved in?

Additional Information and links:

[Role of the Parliamentary Counsel Office \(Parliamentary Counsel Office\)](#)

[Supporting the work of Cabinet \(DPMC\)](#)

Te Kawa Mataaho & the Public Sector

Questions to check what learning is needed:

Are you familiar with Te Kawa Mataaho Public Service Commission?

Do you know how our agency/organisation works with Te Kawa Mataaho Public Service Commission?

You might like to check out these resources on the Public Service Core Learning Hub:

- [Te Kawa Mataaho me te Rāngai tūmatanui |Te Kawa Mataaho Public Service Commission and the Public Sector](#)
- [He kōrero tahi me te Tumu Whakarae o Te Kawa Mataaho| A Fireside Chat with the Public Service Commissioner](#)

Questions to follow up the learning:

How might the work of the Public Service Commission impact your work?

Additional Information and links:

[About the Public Service Commission \(Te Kawa Mataaho Public Service Commission\)](#)

[Te Kawa Mataaho – Our Teams \(Te Kawa Mataaho Public Service Commission \)](#)

Public Service Principles & Spirit of Service

Questions to check what learning is needed:

What do you understand your responsibilities as a Public Servant to be?

What do you know about the Public Service Spirit of Service?

You might like to check out these resources on the Public Service Core Learning Hub:

- [Ngā Mātāpono o te Ratonga Tūmatanui | The Principles of the Public Service](#)
- [Te Wairua o te Mahi i roto i te Rāngai Tūmatanui | A Spirit of Service in the Public Sector](#)
- [Ngā wānanga ngaio | Masterclasses](#) (if relevant)

Questions to follow up the learning:

How do you see the Public Service values and principles and the Spirit of Service showing up in your role?

How does the Public Service Code fit with our agency/organisation Code of Conduct?

Additional Information and links:

[Te Aratohu Guidance \(Te Kawa Mataaho Public Service Commission\)](#)

[Conflict of Interest \(Te Kawa Mataaho Public Service Commission\)](#)

If you need any help or have any questions, please contact corecapability@publicservice.govt.nz

