

### PERSONAL STATEMENT

“Knowledge is Power” by Sir Francis Bacon

Talofa lava, I am a New Zealand born Samoan Chinese woman. I am a believer of good values, and work hard to maintain genuine standards in what is expected of me, and what I expect of others. Every day is an opportunity to explore and meet challenges, with the support of peers, family and friends.

I have grown to understand the value of an open mind, to build knowledge and to enable dynamic conversations from various views. In my professional and 18 years of experience in the public sector, I have served government, community and stakeholders in various forums and at different levels. This knowledge and skills I have acquired has developed my passion for people and understanding their needs.

### PROFESSIONAL/COMMUNITY ACHIEVEMENTS & INVOLVEMENT

- Over 18 years of experience working across government, and with non-government organisations and Pacific community. Therefore, my institutional knowledge of the public sector and community networks is valued.
- **Ministry for Pacific Peoples Toloa Programme:** Managed and lead the national Ministry for Pacific Peoples Toloa Programme. The Toloa programme is focused on increasing Pacific in STEM (Science Technology Engineering and Mathematics) studies and careers. The programme is managed through three key initiatives, Toloa Tertiary Scholarships, Toloa Community Fund, and Toloa Kenese programme.
- **Canterbury Pacific Recovery Action Plan:** Led the co-ordination of agencies and Pacific community in the process of drafting and developing the Canterbury Pacific Recovery Plan.
- **Share An Idea:** Led and facilitated on behalf of the Pacific community, response to the Christchurch Earthquake Rebuild. This was an achievement because Pacific communities rarely provide feedback to the Christchurch City Council; this was a great example of Pacific civil participation led by the Ministry.
- **Spacifically Spacific (Spac Pac):** Managed and initiated communication activities on behalf of the Spac Pac Collective to Canterbury Secondary schools to engage and participate in Spac Pac events.
- **Aneriueta Pa’o-Sopoaga Pasifika Speech Competition:** Led and facilitate the Spac Pac Speech Competition event. Facilitated the opportunity for students to gain NCEA credits through the Pacific speech competitions.
- **Ministry for Pacific Peoples Cook Islands Language Week 2016 & 2017:** Led and managed the Cook Islands Language Week project team from Christchurch. Project team members were based in Wellington and Auckland.
- **Canterbury Pasefika Network (CPN):** Managed and co-ordinated CPN email network and meetings to maintain relationships inform and share information. Organisations like CERA now Regenerate Christchurch acknowledges the CPN as a key group to engage with for Pacific information and shared intelligence. I was able to organise a CPN Sub-group to develop the Pacific Recovery Plan. This was an opportunity for the Ministry and takes the lead in raising the profile and the value of CPN to stakeholders as a viable group to engage with at a strategic and local level.
- **All Right? Campaign:** Co-led and managed Pacific All Right? Events “I AM ...”, “Out of the Heart”, and “Leadership Thru Me” to engage and support community wellbeing post Christchurch earthquakes.
- **PYLAT Council:** Mentor and advisor to the Pacific Youth Leadership and Transformation (PYLAT) Council. A Christchurch base Pacific youth network providing Pacific youth intelligence.
- **Ara Pacific Advisory Group (PAG):** Deputy Chairperson and agency representative on the PAG. With my I was able to facilitate and developed the Ara Institute of Canterbury Pasifika Strategy 2017 – 2019. The strategy was endorsed by the Ara Council September 2016.
- **NEED Trust:** Voluntary capacity as a Niu Economic and Enterprise Development Trustee member. Major project for 2017, 2018, 2019 is the annual Canterbury Spac Pac Polyfest.
- **St Pauls Trinity Pacific:** Sunday School teaching team, voluntary teacher for year one to year three grade children. Prepare lessons for each Sunday and participate in church events and White Sunday.
- **Basketball Activity:** Voluntary capacity, have managed a couple local teams for under 13 and under 15 in the Canterbury Basketball representative programmes. Local and tournaments in other regions.
- **F45 Papanui:** Voluntary capacity, as an influencer and co-ordinator of the social committee. F45 Papanui is a focused on changing lifestyle changes, mentally and physically.

# Curriculum Vitae

**DIANE FENIKA**

---

## TRAINING AND EDUCATION

<b>Massey University</b>	<b>2014 – 2015</b>
<b>Certificate in Business Management</b> (via correspondence)	
<ul style="list-style-type: none"><li>- <i>Organisations and Management</i></li><li>- <i>Principles of Marketing</i></li><li>- <i>Academic Writing</i></li><li>- <i>Project Management (this paper to be completed)</i></li></ul>	
<b>Leadership Development New Zealand</b>	<b>2011</b>
<b>National Certificate in Business – First Line Management, Level 3</b>	
<ul style="list-style-type: none"><li>- <i>Self-Management &amp; Goal Setting, Effective Time Management, Communication, Decision Making and Problem Solving, Coping with Stress &amp; Handling Change, and Team Work &amp; Quality</i></li></ul>	
<b>Ministry of Pacific Island Affairs - Internal Staff Training</b>	<b>2004 – present</b>
<ul style="list-style-type: none"><li>● <b>Project Management (Kevin Marlow)</b></li></ul>	<b>2013</b>
<ul style="list-style-type: none"><li>- <i>Governance Framework, Project Reporting, Risk Analysis and Post-Implementation Review</i></li></ul>	
● <b>Do It Write (Plain English People)</b>	<b>2010</b>
<ul style="list-style-type: none"><li>- <i>Learning about Language</i></li><li>- <i>Effective Business Writing</i></li><li>- <i>Reader-Friendly Reports</i></li></ul>	
● <b>The Write Stuff (Plain English People)</b>	<b>2009</b>
<ul style="list-style-type: none"><li>- <i>How to create effective plain-English documents</i></li></ul>	
● <b>Organisational Management Leadership (Team Management Systems)</b>	<b>2009</b>
<ul style="list-style-type: none"><li>- <i>Team Management Systems</i></li><li>- <i>Team Management Profile</i></li></ul>	
● <b>Developing a High Performing Team (Tocker Associates Ltd)</b>	<b>2009</b>
● <b>Delivering on Projects (Tocker Associates Ltd)</b>	<b>2009</b>
● <b>Situational Team Leadership (Blanchard International Group NZ Ltd)</b>	<b>2008</b>
● <b>Microsoft Office 2007 Upgrade (AULD House)</b>	<b>2008</b>
● <b>Small Business &amp; Tax Training Workshop (Pacific Business Trust)</b>	<b>2004</b>
● <b>Pacific Analysis Framework</b>	<b>2004</b>
● <b>Access: Essential Skills (ACE Computer Training)</b>	<b>2002</b>
<b>Christchurch Polytechnic Institute of Technology</b>	<b>1993 - 1994</b>
<i>Enrolled in Fashion and Design</i>	
<b>Catholic Cathedral College</b>	<b>1985 – 1988</b>
<b>Sacred Heart Girls College</b>	<b>1982 - 1984</b>

## PROFESSIONAL EXPERIENCE

<b>Ministry for Pacific Peoples</b>	
<b>Manager, Regional Partnerships, Southern</b>	<b>2017 – present</b>
<ul style="list-style-type: none"><li>- <i>Lead and manage strategic stakeholder engagements and relationships in the South Island</i></li><li>- <i>Provide advice and support to ministerial and leadership team</i></li><li>- <i>Lead and manage local and national projects and programmes</i></li></ul>	
<b>Ministry for Pacific Peoples (previously Ministry of Pacific Island Affairs)</b>	
<b>Senior Regional Advisor</b>	<b>2015 – 2017</b>
<ul style="list-style-type: none"><li>- <i>Strengthen links to stakeholders to be informed and involved</i></li><li>- <i>Initiate, lead and implement projects locally and nationally</i></li><li>- <i>Provide advice and support at senior official and reference groups</i></li><li>- <i>Provide a Pacific overview and lens on issues and solutions</i></li></ul>	

---

# Curriculum Vitae

## DIANE FENIKA

---

### Ministry of Pacific Island Affairs

#### Regional Advisor

2004 – 2015

- *Facilitate Canterbury Pasefika Network sub-group meetings and stakeholder engagements for the development of the Canterbury Pacific Communities Recovery Plan.*
- *Advised and arranged strategic plans for the Spacifically Spacific 2013 events*
- *Direct and monitor information to community through stakeholder relationships and the Canterbury Pasefika Network*

#### Personal Assistant & Administration Officer

2000 – 2004

- *Developed and implemented office processes and tools for staff*
- *Organised and coordinated activities for the Southern Regional Manager and staff*
- *Prepared and processed accounts*

#### Diane Joseph Designs

1995 – Present

- *Design and construct children's, men's and women's wear*
- *Consult and construct garments to the needs of the client*
- *Mind Your Own Business course - small business start up*
- *Self-employed*

1995

1995 - 1998

#### NYTRO Security Ltd

#### Administrator (Volunteer)

2011 – 2015

- *Develop office systems to support the development of NYTRO Security small business*
- *Facilitate business planning sessions*
- *Organised staff meeting, training and social function*
- *Secretarial duties for management and staff meetings*

#### Student Placement Officer - Papanui & Kaiapoi High School

1997 – 1998

- *Arranged employment and training opportunities for Pacific and Maori students*
- *Prepared documentation and programmes for Pacific and Maori students*
- *Advised staff on Pacific issues, support and connect staff to local services*

### REFEREES

Professional, Stakeholder and Community Referees provided upon request