



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Senior Advisor, Policy, Te Ara Manaaki

Te Ara Manaaki, Service Delivery and Operations

The senior advisor will work as part of the Policy & Privacy team to redesign the authorising environment that underpins sharing of our identity and life event information with agencies and organisations and to assist with the design of the policy settings for Kawai ki te Iwi (Service Delivery and Operations Branch).

- **Reporting to:** Te Ara Manaaki Policy & Privacy Lead
- **Location:** Wellington
- **Salary range:** \$88,608 - \$119,881

What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.



Te Tari Taiwhenua
Internal Affairs

What you will do to contribute	As a result we will see
<p>Policy advice & Ministerial servicing</p> <ul style="list-style-type: none"> You will work independently on significant or multiple pieces of verbal and written policy advice which support decision making by Ministers on government policy matters relating to Te Ara Manaaki. Bring good research and analysis techniques that are well developed allowing you to apply a high degree of rigour and innovation to your work. Bring your experience in communicating complex issues clearly in Ministerial briefings, Cabinet papers and similar documents. Use your finely honed oral and written communication and engagement skills to influence stakeholders at appropriate times across the stages of the policy development cycle. 	<ul style="list-style-type: none"> High quality policy advice and analysis in accordance with quality standards and within agreed timeframes. Ministers and key stakeholders having a clear understanding of the policy advice that you provide and the issues addressed in that advice.
<p>Managing project and programme inputs</p> <ul style="list-style-type: none"> Plan, scope and facilitate complex pieces of policy work independently from end to end and assist with determining priorities across the overall policy and privacy work programme. Work on processes involving a large number of external agencies and organisations, including approval processes at CE, ministerial and Cabinet levels. Lead or provide key input into large and complex pieces of work including: <ul style="list-style-type: none"> Developing timelines and key milestones Managing public and stakeholder consultation processes Managing stakeholder relationships Risk analysis Identifying resource requirements Providing accurate reporting on status of work and updates to your manager. 	<ul style="list-style-type: none"> Your ability to work flexibly, responsibly and collaboratively in a rapidly evolving and complex environment You working independently, leading significant or complex policy issues. You smoothly managing Ministerial, Cabinet and inter-agency processes through to successful outcomes Your understanding of and contribution to good practice in a programme management environment

What you will do to contribute	As a result we will see
Programme and team advice <ul style="list-style-type: none"> You will provide or facilitate a broad range of policy advice to other members of the Te Ara Manaaki programme and participate in problem-solving linked to policy issues or settings. Assist programme staff to develop their understanding of the policy and inter-agency environment, and of Ministerial and Cabinet processes relevant to Te Ara Manaaki. Review draft pieces of work and provide feedback to colleagues in a manner that builds positive working relationships. 	<ul style="list-style-type: none"> You providing constructive input, advice and mentoring support to others. You applying innovative solutions to problems. A better understanding of the policy and political environment where required in Te Ara Manaaki
Relationship management <ul style="list-style-type: none"> You will communicate with others about the specific pieces of policy advice you are working on and their connections with the wider Te Ara Manaaki programme. Consult, engage, and negotiate about proposed policy options with staff across Te Ara Manaaki and the Service Delivery and Operations branch, key areas of DIA including the Policy Group and other government agencies, as well as non-government organisations, iwi and interest groups. At times this will also involve meetings with the Minister (or joint ministers) and Select Committees. Provide outcome-focussed and resilient input to negotiations and related activities required for the creation and approval processes needed to enable information sharing within DIA and across government. 	<ul style="list-style-type: none"> Clear understanding of policy work programme and advice within Te Ara Manaaki. Key stakeholders within and beyond Te Ara Manaaki feel appropriately consulted and understand key communications. Excellent working relationships and negotiated outcomes leading to successful delivery of a refreshed authorising environment for information sharing.
Health and safety (for self) <ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm Report all incidents and hazards promptly Know what to do in the event of an emergency Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work. Health and safety guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	All managers and staff of Te Ara Manaaki	✓	✓	✓	✓		✓
	SDO staff in relation to identify and life event functions		✓		✓		
	Other members of the Policy Group	✓	✓		✓		

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
	General Managers/Managers in the Service Delivery & Operations branch	✓		✓	✓		
	Members of other teams in the Department e.g. Legal, Communications, Finance, Service Innovation.	✓	✓	✓	✓		
	Principal Advisor, Privacy, DIA	✓	✓	✓	✓		
	Government Chief Privacy Office and staff	✓	✓	✓	✓	✓	
External	Portfolio Ministers, other Ministers and staff of Ministers' offices.	✓	✓	✓	✓		✓
	Cabinet Committees and Select Committees of Parliament	✓			✓		✓
	Department of Prime Minister and Cabinet and Treasury	✓			✓		
	Office of the Privacy Commissioner	✓		✓	✓		✓
	Representatives of agencies, and organisations involved in or interested in authorised information sharing arrangements with DIA	✓	✓	✓	✓		
	Non-government organisations and iwi	✓	✓	✓	✓		
	Sector organisations and public interest groups which have an interest in policy issues lined to Te Ara Manaaki			✓	✓		
	Agencies of other jurisdictions with parallel functions or issues				✓		
	Academic institutions.				✓		

Your delegations	
Human Resources and financial delegations	Nil
Direct reports	Nil

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> Problem solving Critical thinking Interpersonal savvy Navigating complexity 	<p>Experience</p> <ul style="list-style-type: none"> Experience in providing high quality policy analysis and advice effectively applying the outcomes of research, evaluation and monitoring Experience in contributing to the conceptual or principles base for policy and/or legislative reviews Experience in undertaking public and stakeholder consultation on major policy

Your success profile for this role	What you will bring specifically
<ul style="list-style-type: none">• Communicating with influence• Technical and specialist learning	<p>reviews and Government initiatives</p> <ul style="list-style-type: none">• Experience in developing regulatory policy or developing legislation - from policy development through to enactment• Experience in working with Ministers, Ministers' offices and/or Select Committees.• Experience in peer reviewing or drafting quality responses to Ministerial correspondence, Parliamentary questions, Official Information Act requests, Ombudsmen enquiries, Select Committee questions and briefings to support Ministers' attendance at meetings.• Experience in applying project management disciplines and leading policy projects.
	<p>Knowledge</p> <ul style="list-style-type: none">• Understanding of the broader strategic context including the Government's overall desired outcomes and goals for New Zealand• Demonstrated application of the principles of policy development• Strong knowledge of government and policy processes and working effectively with Ministers and Cabinet committees.• Strong collaboration and negotiation skills.