



# Job description

## Haere mai

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

## Business Advisor

### Branch Development and Support, Information and Knowledge Services Branch

The Business Advisor is responsible for preparing, coordinating and delivering the provision of high quality advice and support to help drive the performance of the branch and department. This involves planning, monitoring and reporting, implementing continuous business improvements, coordinating the branch's Health & Safety responsibilities, providing corporate support, and representing the branch at various forums.

- **Reporting to:** Principal Advisor, Branch Development and Support (BDS)
- **Location:** Wellington
- **Salary range:** Delivery G - \$65,239 (85%) to \$88,264 (115%)

### 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.



What you will do to contribute	As a result we will see
<p><b>Branch planning, reporting and monitoring</b></p> <p>In consultation with the IKS Planning and Development Teams:</p> <ul style="list-style-type: none"> <li>• Lead the preparation, coordination and delivery of the Branch contribution to external reporting, public sector accountability documents, and ministerial servicing to agreed timeframes and standards:               <ul style="list-style-type: none"> <li>• Fortnightly status report to the Minister of Internal Affairs</li> <li>• Weekly status report to the Minister of Government Digital Services</li> <li>• Estimates of Appropriations and Annual review Select Committee documentation</li> <li>• Statement of Intent; FYP; Annual Report</li> <li>• Performance outcomes and measures</li> <li>• Quarterly reports to Ministers</li> <li>• Official Information Act and Privacy Act requests</li> <li>• Parliamentary questions</li> </ul> </li> <li>• Lead the internal reporting processes for branch performance, including monthly reporting and risk management reporting. Work with relevant staff to ensure performance is on track, identify risks and escalate issues.</li> <li>• Identify and implement continuous business improvements for branch performance management and branch development.</li> <li>• Participate in department working groups to improve and implement the associated processes.</li> <li>• Support the Principal Advisor BDS with developing the annual branch business plan, and progressing key initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>• The DCE, SLT, and Principal Advisor, BDS are well supported and advised.</li> <li>• Branch contributions are integrated with department wide strategy and planning.</li> <li>• Expectations and updates are clearly communicated to the contributors. Information provided by the branch is timely, of high quality, and consistent.</li> <li>• Quality analysis and judgement on branch performance is completed and advice provided to DCE, SLT and the Principal Advisor BDS. Risks and issues are mitigated and managed.</li> <li>• The commitments are recorded and tracked in the IKS tracking register.</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Branch Health and Safety Coordinator</b></p> <ul style="list-style-type: none"> <li>• Support the Branch Management Representative to lead IKS’s health and Safety portfolio</li> <li>• Coordinate H&amp;S compliance and management of all incidents and hazards</li> <li>• Schedule Branch Committee meetings, prepare agendas and take minutes</li> <li>• Prepare reports for SLT</li> <li>• Facilitate communication between the branch H&amp;S group and the National H&amp;S Committee</li> <li>• Support H&amp;S Representatives</li> <li>• Coordinate and implement continuous improvement to systems and practices</li> </ul>	<ul style="list-style-type: none"> <li>• Strong and effective relationships with the branch H&amp;S reps</li> <li>• Branch incidents are well managed, action plans implemented and incidents closed in a timely manner</li> <li>• SLT are kept informed of H&amp;S issues and risks and have the assurance Managers are meeting their responsibilities</li> <li>• Branch H&amp;S meetings address the needs of the branch and drive a positive health and safety culture</li> <li>• Attend all H&amp;S forums and Committee meetings to represent the needs of the IKS branch and the branch health and safety group</li> <li>• All H&amp;S risks are identified, analysed and registered in the Enterprise Risk Management tool for monitoring and reporting</li> </ul>
<p><b>Branch risk and assurance</b></p> <ul style="list-style-type: none"> <li>• Lead the branch risk management and assurance planning and reporting, and maintain oversight of the branch-wide risk management processes, based on the department’s frameworks.</li> <li>• Liaise with the planning and development teams to identify and incorporate their respective institutions risks and mitigations into the branch risk management tool.</li> <li>• Organise and lead the monthly forum for risk management and assurance.</li> <li>• Ensure the business groups develop and maintain their business continuity plans, in liaison with Strategy and Governance Branch.</li> </ul>	<ul style="list-style-type: none"> <li>• Delegated activities are delivered in line with Departmental frameworks.</li> <li>• DCE and SLT are well supported and advised.</li> <li>• Monthly forums are well organised and participants are well informed and have clarity.</li> <li>• Strong and effective working relationship with the IKS planning and development teams and Strategy and Governance Branch.</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Business Support</b></p> <ul style="list-style-type: none"> <li>Organise and facilitate periodic branch inductions.</li> <li>Contribute to key cross-branch requirements such as business continuity planning, audits, and information gathering.</li> <li>Provide advice and support regarding the approach and logistics for IKS-wide initiatives, including staff focus groups, IKS leaders' forums, SLT away days and events and workshops.</li> <li>Peer review documentation such as ELT and governance papers, and briefings to the Minister.</li> <li>Represent the branch and department at meetings and forums as required.</li> <li>Provide support to the DCE and Principal Advisor BDS for governance committees, oversight groups, or project boards when required, including back up secretariat support for statutory bodies and for DIA Governance Committees when IKS DCE becomes Chairperson.</li> </ul>	<ul style="list-style-type: none"> <li>The DCE, SLT and Principal Advisor BDS are well informed, advised and supported.</li> <li>Inductions and other events and meetings are well managed and staff feedback is incorporated.</li> <li>High quality advice assists IKS to meet its corporate responsibilities as a "good corporate citizen".</li> <li>Strong and efficient working relationships with colleagues.</li> </ul>
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>Report all incidents and hazards promptly</li> <li>Know what to do in the event of an emergency</li> <li>Cooperate in implementing return to work plans</li> </ul>	<ul style="list-style-type: none"> <li>A safe and healthy workplace for all people using our sites as a place of work.</li> <li>Health and safety guidelines are followed</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	IKS Deputy Chief Executive and Senior Leadership Team	✓	✓	✓	✓		✓
	IKS planning and development teams	✓	✓	✓	✓		✓
	Strategy and Governance, and Branch Development and Support Teams	✓	✓	✓	✓		✓
	Programme and Project Managers	✓	✓		✓		
	IKS shared services business partners	✓	✓		✓		

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 <a href="#">Valued Contributor</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"><li>• Customer Focus</li><li>• Continuous improvement</li><li>• Teamwork and peer relationships</li><li>• Action oriented</li><li>• Self-development and learning</li><li>• Functional and technical skills</li></ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"><li>• Demonstrated planning and reporting experience in the public sector</li><li>• Proven coordination and performance reporting experience</li><li>• Demonstrated strong analytical skills and sound judgement.</li></ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"><li>• Proven understanding machinery of government, accountability arrangements and processes</li></ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"><li>• Strong communication skills</li><li>• Excellent organisational skills, including time management</li><li>• Comfortable working in ambiguity and can confidently use initiative when dealing with a broad range of complex, evolving information</li><li>• Proactive approach with judgement about when to seek input from others and when to escalate</li></ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• Strong work ethic</li><li>• Adaptable and resilient</li><li>• Relevant tertiary qualification would be an advantage</li></ul>