



Job description

Haere mai

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

Practice Leader Business Change

Strategy & Accountability Directorate, Regulatory Services, PRC

As one of Government's larger regulators, Regulatory Services aims to minimise harm and maximise benefits through effective oversight of anti-money laundering and countering financing terrorism, gambling, anti-spam and censorship regulatory systems. We are a responsive risk-based regulator that uses innovation and collaboration to maximise our impact to achieve desired outcomes for New Zealand communities.

The Practice Leader Business Change is responsible for promoting and championing appropriate business change approaches across Regulatory Services. To achieve this, the Practice Leader Business Change will develop clear and simple policies, frameworks and processes which will ensure that business change development/projects are effectively prioritised, commissioned, managed, delivered and governed; and transitioned into the business.

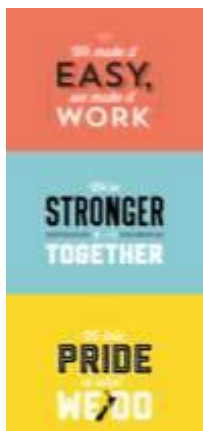
- **Reporting to:** Manager Strategy and Capability
- **Location:** Wellington
- **Salary range:** Regulatory I

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



Te Tari Taiwhenua
Internal Affairs

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>Supporting Business Change</p> <ul style="list-style-type: none"> • Promote and champion good business change practice • Develop clear and simple policies, frameworks and processes for use across Regulatory Services, which are aligned with wider DIA frameworks and practice • Develop guidance and provide advice and support for the managers and staff on undertaking successful business change • Drive improvements in business change capability • Remain up to date with developments in business change practice and ensure Regulatory Services' approach and practice remain current • Work with, and provide advice to, owners of change to identify benefits (ensuring their alignment with desired outcomes) and to determine how benefits will be measured • Remain abreast of developments in business change practice and ensure Regulatory Services' approach and practice remains current • Provide quality assurance for key priority initiatives/projects 	<ul style="list-style-type: none"> • Regulatory Services is agile, innovative and responsive to changes and developments • Development and adoption of consistent practice that includes consistent tools, frameworks and processes; industry leading best practices; templates and standard deliverables. • Stronger business change/project management capability across Regulatory Services • Well managed and governed development initiatives and projects
<p>Professional Leadership</p> <ul style="list-style-type: none"> • Oversee and promote the adoption of appropriate industry standards and practices for change management • Work with project leads across Regulatory Services to ensure that agreed business change frameworks and processes are applied and that appropriate governance is established • Provide leadership for managers in the effective integration of relevant standards and practices into their leadership approach and developing capability within their teams • Bring together cohorts of managers and staff who are leading and managing developments/projects to share experience and facilitate joint problem solving • Share information and examples of good practice across Regulatory Services 	<ul style="list-style-type: none"> • Stronger business change/project management capability across Regulatory Services • Well managed and governed development initiatives and projects

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Stakeholder and Relationship Management <ul style="list-style-type: none"> Develop and maintain productive and collaborative relationships with staff across Regulatory Services Develop a virtual network of project leads across Regulatory Services to promote best practice and share information Develop effective relationships with other business change/project management specialists across DIA and more widely, in order to deliver best practice 	<ul style="list-style-type: none"> Productive relationships and networks are built and maintained both internally and externally to enable Regulatory Services to apply best practice business change.
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	Managers and staff within the Strategy and Accountability directorate	✓	✓	✓	✓		✓
	Manager Strategy and Capability	✓	✓	✓	✓		✓
	Managers and staff across Regulatory Services – in particular those who are leading development initiatives/projects	✓	✓	✓	✓	✓	✓
	Regulatory Services Leadership Team	✓	✓	✓	✓		✓
	Business change/project management specialists across DIA	✓	✓	✓	✓		
External	Business change/project management professional community	✓	✓	✓	✓		

Your delegations	
Human Resources and financial delegations	Level Z
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 • Communicating with influence • Technical and specialist learning 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience in refining and implementing business change frameworks, policies and processes which meet the needs of the business and maintain the principles of good project management and governance • Experience in adapting business change and project management frameworks, policies and processes to meet the particular needs of an organisation • Experience in establishing project governance processes • Experience in building capability of staff to effectively lead and manage development initiatives and projects and establish appropriate governance arrangements • Experience in working with business owners to identify benefits and risks associated with business change initiatives • Demonstrated competency in change/project management of priority initiatives critical to the delivery of business strategies and goals <p>Knowledge:</p> <ul style="list-style-type: none"> • Understanding of strategic business alignment, including translating strategy and practice into implementable change, methodologies and approaches. • Expert knowledge of change, programme and project management frameworks and practice and how these are applied in the public sector • Knowledge and experience of quality assurance techniques in a continuous improvement environment <p>Skills:</p> <ul style="list-style-type: none"> • Ability to communicate complex and technical issues simply and clearly to non-technical staff – orally and in writing • Ability to transfer technical skills and knowledge to managers and staff across different levels • Ability to mentor staff to develop their capability • the ability to influence and gain the

Your success profile for this role	What you will bring specifically
	<p>confidence of colleagues and staff</p> <p>Other requirements:</p> <ul style="list-style-type: none">• Tertiary qualification in a relevant field• Ability to obtain police and credit clearance• Ability to obtain and maintain an appropriate Security Clearance, if required