



# 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

### Ministerial Services and Secretariat Support (MaSS), Shared Services Branch

The purpose of the Senior Advisor position is to provide high level evaluative thinking and evidence informed decisions and advice to the National Manager VIP Transport, MaSS Senior Leadership team, and other ad hoc bodies administered by the business to support decision making. The Senior Advisor position also provides technical leadership, coaching and support across MaSS, including leading and managing complex projects.

- **Reporting to:** National Manager, VIP Transport
- **Location:** Wellington
- **Salary range:** Delivery H

---

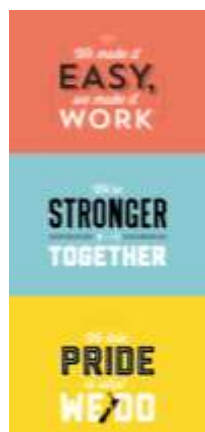
### What we do matters – our purpose

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. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.



Te Tari Taiwhenua  
Internal Affairs

What you will do to contribute	As a result we will see
<p><b>Business analysis and advice</b></p> <ul style="list-style-type: none"> <li>• Provide quality advice, both verbal and written, that is informed by strong knowledge of process, rigorous analysis, effective peer review and in-depth understanding</li> <li>• Appropriately support the General Manager, MaSS Senior Leadership team in effective decision making</li> <li>• Provide high quality, evaluative thinking and evidence informed analysis on complex operational models, funding and entitlement structures, support of information requests especially related to OIA requests, Parliamentary Questions, and Ministerial briefings</li> <li>• Manage multi-dimensional problems innovatively and lead complex projects</li> <li>• Contribute to the development of conceptual frameworks for operational policy and advice</li> <li>• Maintain a strategic view of any issues which may impact delivery of VIP Transport’s work programme and the work of the wider MaSS business unit to identify potentially controversial or politically sensitive issues</li> <li>• Make sound judgements on controversial or critical issues based on robust analysis and utilising the best evidence available</li> <li>• Keep the National Manager VIP Transport informed of work progress and emerging risks and issues</li> <li>• Provide input into the development and maintenance of MaSS best practice systems, documentation and quality assurance processes</li> <li>• Contribute to reporting requirements when required</li> </ul>	<ul style="list-style-type: none"> <li>• Work is accurate and delivered to appropriate quality and timeliness standards</li> <li>• Advice provided to stakeholders consistently demonstrates technical expertise and is clear, concise and compelling</li> <li>• Sufficient breadth and depth of information and evidence is gathered to inform the analysis and advice given to the General Manager and MaSS Senior Leadership team</li> <li>• Sound appreciation on how Executive Government operates, core and common issues and how the approach taken by MaSS impacts on the sector and is reflected in our work</li> <li>• Projects are managed appropriately – identifying the resources needed, timeframes for key deliverables, project risks and mitigation strategies and progress is regularly communicated with team members and managers</li> <li>• Workloads are effectively prioritised and managed to ensure successful delivery of the work programme</li> </ul>
<p><b>Risk management</b></p> <ul style="list-style-type: none"> <li>• Identify any issues that may have a significant impact on the Minister, MaSS or the wider Department or its reputation, and contribute to risk mitigation strategies. Ensure National Manager VIP Transport is fully informed as appropriate</li> <li>• Maintain oversight of key risk areas related to VIP Transport’s operational and project-based work and ensure risks are appropriately mitigated</li> <li>• Ensure identified risks are reported and recorded in accordance with MaSS and the Departments policy, processes and guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Risk is appropriately identified, mitigated and managed within the VIP Transport team and across MaSS</li> <li>• Key risks are reported and recorded according to MaSS and departmental guidelines</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Mentoring/Coaching</b></p> <ul style="list-style-type: none"> <li>• In collaboration with appropriate internal stakeholders undertake quality assurance and peer review to ensure all work is delivered to a high standard of care and professional skill</li> <li>• Assist in the development of less experienced staff across MaSS; mentor, coach and train as required</li> <li>• Provide technical leadership, direction and support to advisors and support staff where required</li> <li>• Assist the National Manager VIP Transport to identify skill gaps and training opportunities to build capability within the team and across MaSS</li> </ul>	<ul style="list-style-type: none"> <li>• High quality and specialist technical expertise and operational leadership applied to the work of the VIP Transport team and across MaSS</li> <li>• Constructive feedback is given to others and own approach adapted so that it is appropriate to their level of experience and learning style</li> <li>• A culture of deliberate and open sharing of knowledge and experience within MaSS</li> <li>• MaSS staff receive appropriate on the job coaching, mentoring and guidance to help grow and develop professionally</li> </ul>
<p><b>Stakeholder engagement</b></p> <ul style="list-style-type: none"> <li>• Work with managers and staff within MaSS, the Branch and the wider Department as well as external stakeholders to ensure that up to date and relevant information is provided to stakeholders, and that opportunities are leveraged</li> <li>• Engage with key internal stakeholders, (particularly HR, Legal, Communications and Finance ) as a subject matter expert, to ensure appropriate solutions to identified operational policy and performance issues are developed</li> <li>• Use appropriate and impactful communication approaches to present options and/or proposals for consideration.</li> <li>• Represent MaSS, the branch and the Department at potentially sensitive meetings, usually involving specific work deliverables</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback from stakeholders and evidence of achieving results through collaborative effort</li> <li>• The Department is well represented and an appropriate contribution is made in cross-government / sector projects and programmes</li> <li>• The interests of the Department are protected and advanced</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	National Manager VIP Transport	✓	✓		✓		✓
	MaSS General Manager	✓			✓		✓
	Other MaSS managers and staff	✓	✓	✓	✓		
	Other Managers and staff across DIA	✓	✓	✓	✓		
	Office of the Prime Minister and Cabinet	✓	✓	✓	✓		✓
External	Portfolio Minister(s) and staff of Ministerial Offices	✓		✓	✓		✓
	Parliamentary Service	✓	✓	✓	✓		✓
	Central Agencies	✓	✓	✓	✓		✓
	Crown entities and agencies associated with MaSS and the Department	✓	✓	✓	✓		

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="#">Specialist</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Critical thinking</li> <li>• Interpersonal savvy</li> <li>• Navigating complexity</li> <li>• Communicating with influence</li> <li>• Technical and specialist learning</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience in legislative interpretation</li> <li>• Experience leading and delivering advice at both an operational and strategic level</li> <li>• Experience in providing high quality analysis on complex issues and effectively applying the outcomes of research and evaluation</li> <li>• Experience contributing to the conceptual base for policy and/or legislative reviews</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Understanding of the political process and the role and place of public service agencies and a commitment to the overall goals and objectives of the New Zealand public services</li> <li>• An understanding of best practice methodology and policy legislation as required for the role</li> <li>• An understanding of wider organisational strategic focus and how the business group fits into this</li> </ul>

Your success profile for this role	What you will bring specifically
	<p><b>Skills:</b></p> <ul style="list-style-type: none"><li>• Excellent analytical skills and creativity including the ability to:<ul style="list-style-type: none"><li>○ provide high quality advice on complex and controversial matters</li><li>○ construct conceptual frameworks to assist analysis and the assessment of options</li><li>○ convey abstract and/or complex ideas in practical and concrete terms tailored for the audience</li></ul></li><li>• Ability to identify risks , develop effective mitigation strategies and consistently use sound judgement on controversial or critical issues using the best evidence available</li><li>• Ability to role model appropriate behaviours and to adapt to continuous change</li><li>• Excellent written and oral communication skills setting a positive example for Advisors</li><li>• Excellent relationship management skills and the ability to work at all levels across organisations and the sector</li><li>• Demonstrated commitment to building capability and giving and responding to feedback</li></ul> <p><b>Education and Professional Memberships</b></p> <ul style="list-style-type: none"><li>• Relevant tertiary qualification and/or equivalent experience</li></ul> <p><b>Other requirements:</b></p> <p>Appropriate security clearance</p>