



# 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

### System Assurance, Service and System Transformation

- **Reporting to:** General Manager System Assurance
- **Location:** Wellington
- **Salary range:** Band I, Information Technology

The System Assurance team is responsible for providing Ministers, the Government Chief Digital Officer (GCDO), and other key stakeholders with confidence that system of assurance that supports digital government outcomes is effective.

Our goal is to create an effective system of assurance that delivers high levels of trust and confidence in digital public services. As part of an effective system of assurance, we contribute to the following outcomes:

- Improved decision making as a result of high quality assurance information provided at the right time
- Improved delivery confidence that digital investments are well managed and will deliver the expected outcomes and benefits
- Improved resilience and management of risk as a result of greater visibility of digital system-wide risks.

We are looking to change assurance thinking from a compliance activity to one that is risk and outcomes-based. We have a leadership role in lifting assurance capability but ultimately the change required can only be realised by full engagement and support from the wider state sector.

The Senior Advisor contributes to the System Assurance team by taking the lead on the development and maintenance of our All-of-Government frameworks, guidance and supporting documentation, including the team's pages on the GCDO website ([www.digital.govt.nz](http://www.digital.govt.nz)). This includes ensuring consistency of information, messaging and the overall look and feel of all collateral.

The role involves building and maintaining a network of key external stakeholders within agencies and third party assurance providers that we use to solicit input and feedback on key initiatives. The Senior Advisor delivers targeted briefings to a variety of stakeholders, including communities of interest, workshops and briefings, across government. The role involves working closely with the General Manager for System Assurance and Principal Advisors to support the achievement of System Assurance strategic outcomes.

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### 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.



Te Tari Taiwhenua  
Internal Affairs

## 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.

## Key responsibilities

The key responsibilities of the Senior Advisor are:

What you will do to contribute	As a result we will see
<b>Assurance Frameworks and guidance</b> <ul style="list-style-type: none"><li>• Review and maintain the All-of-Government assurance frameworks and guidance to ensure that they continue to be fit-for-purpose</li><li>• Engage with a range of stakeholders (both internal and external) to solicit feedback and identify opportunities to improve our frameworks and guidance</li><li>• Research new and emerging technology and assurance strategies and make recommendations for developing new guidance and supporting documentation (e.g. thought leadership, lessons learned)</li><li>• Lead the development of new guidance and supporting documentation using collaborative design approaches, including early testing with key stakeholders and iterative updates based on feedback</li><li>• Develop collateral and communications to support the rollout of updated and new frameworks and guidance</li><li>• Manage the rollout of updated and new frameworks and guidance, including updating the GCDO website</li></ul>	<ul style="list-style-type: none"><li>• Agencies willingly utilising our frameworks and guidance as an authoritative source of good practice assurance</li><li>• We are invited to participate in strategic initiatives (both internally and externally) as trusted assurance advisors</li></ul>

What you will do to contribute	As a result we will see
<b>Capability development</b> <ul style="list-style-type: none"> <li>Identify opportunities to upskill the System Assurance team and the wider GCDO in good practice assurance e.g. based on customer feedback, environmental scanning and research</li> <li>Support assurance capability development initiatives with key external stakeholders within agencies and third party assurance providers through a variety of channels e.g. communities of practice, workshops, briefings, etc.</li> <li>Work with Risk and Assurance and Enterprise Portfolio Management Office functions within agencies to provide advice and support on good practice assurance across the three lines of defence</li> <li>Work with central agencies and other functional leads on system-wide initiatives to lift assurance capability</li> </ul>	<ul style="list-style-type: none"> <li>Increase in engagement and assurance capability (both internally and externally)</li> <li>We are invited to participate in strategic initiatives (both internally and externally) as trusted assurance advisors</li> </ul>
<b>Leadership</b> <ul style="list-style-type: none"> <li>Work effectively as part of the wider GCDO team – actively contributing to the success and well-being of the team including supporting branch-wide initiatives</li> <li>Establish and maintain a network of trusted relationships across government that you can utilise to support the System Assurance team's strategic outcomes</li> <li>Challenge the norm in pursuit of excellence and continuous improvement</li> </ul>	<ul style="list-style-type: none"> <li>Efficient and effective operation of the System Assurance team/GCDO</li> </ul>
<b>Health and safety (for self)</b> <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	General Manager System Assurance	✓	✓	✓	✓		✓
	Principal Advisor System Assurance	✓	✓	✓	✓		✓
	System Assurance Team	✓	✓	✓	✓		✓
	Other GCDO functions	✓	✓	✓	✓		
External	Central Agency/Functional Lead Stakeholders	✓	✓	✓	✓		
	Agency Stakeholders	✓	✓	✓	✓		

Your delegations	
Human Resources and financial delegations	N/A
Direct reports	N/A
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>• Experience of working within an Enterprise Portfolio Management Office and/or in the delivery of ICT-enabled projects or programmes.</li> <li>• Experience in developing, maintaining and improving frameworks and guidance.</li> <li>• Experience in risk identification and assessment, risk mitigation, and/or monitoring and reporting on the effectiveness of controls.</li> <li>• Experience working within the New Zealand Public Sector and understanding of Treasury's Investment Management System is desirable.</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of governance, risk and assurance good practices.</li> <li>• Knowledge of delivery methodologies including Prince2, Managing Successful Programmes and Agile.</li> <li>• Knowledge of business process analysis techniques.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Proven ability to establish and maintain effective and collaborative working relationships at different levels within an organisation.</li> <li>• Highly developed critical thinking skills – able to break down complex issues into understandable pieces, identify hidden issues, probe possible solutions and connect smaller issues together to help understand the big picture.</li> <li>• Excellent communication skills both written and verbal.</li> <li>• Delivery focus and attention to detail.</li> <li>• Expert knowledge PowerPoint and Visio.</li> <li>• Able to self-manage workload with minimal supervision within specific assignments.</li> </ul>

Your success profile for this role	What you will bring specifically
	<b>Other requirements:</b> <ul style="list-style-type: none"><li>• A relevant tertiary qualification or considerable professional experience.</li></ul>