



# Job description

Haere mai

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

## Advisor Planning & Performance

### Branch Development and Support, Service Delivery and Operations (SDO)

The Advisor Planning & Performance supports the SDO Branch to achieve its strategic objectives, specifically through the coordination of business planning, and providing information and advice on project management activities to build capability in these areas across the Branch.

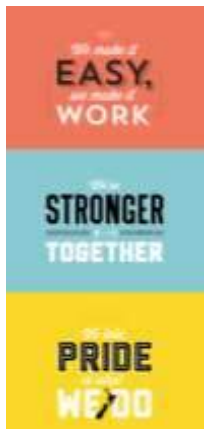
- **Reporting to:** Manager Branch Development and Support
- **Location:** Wellington
- **Salary range:** Band G

### 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>Strategic and business planning and advice</b></p> <ul style="list-style-type: none"> <li>• Coordinate branch planning processes as part of the Department’s planning processes including liaising with Strategy and Governance</li> <li>• Coordinate the development of content from across the Branch for input into strategic and business plans</li> <li>• Maintain business planning processes to enable effective long term planning and integration with Department-wide strategy and planning</li> <li>• Contribute high quality, strategic &amp; business planning advice to the Director Branch Development &amp; Support, and to other branch managers</li> <li>• Coordinate SDO’s contribution to key accountability documents and other corporate information requests</li> </ul>	<ul style="list-style-type: none"> <li>• Branch strategic and business planning processes are effectively integrated into Departmental planning process</li> <li>• There is effective collaboration with Strategy and Governance and across the branch in developing business plans</li> <li>• Timely and quality responses to accountability and corporate information requests</li> </ul>
<p><b>Performance Reporting</b></p> <ul style="list-style-type: none"> <li>• Coordinate and deliver input into performance reporting and accountability processes</li> <li>• Provide advice to develop, implement and continuously improve performance reporting, accountability processes and risk management practices that ensure alignment across SDO and DIA</li> <li>• Provide advice to develop and implement performance reporting, accountability processes, and risk management practices to ensure alignment across SDO and DIA</li> <li>• Monitor and report on progress against branch plans</li> </ul>	<ul style="list-style-type: none"> <li>• Performance and risk reports are completed to a high standard within required timeframes, and processes are fit-for-purpose</li> </ul>
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Maintain effective working relationships and interfaces between the Branch and with other branches including the Strategy and Governance Branch</li> <li>• Represent BDS on relevant projects</li> <li>• Work closely with advisors and managers in the branch, taking a ‘whole of organisation’ approach to the development of strategic and business plans</li> </ul>	<ul style="list-style-type: none"> <li>• Effective relationships are developed and maintained across SDO, the Department and with other stakeholder groups that contribute to the effectiveness of SDO and the Department</li> </ul>
<p><b>Risk Management and Compliance</b></p> <ul style="list-style-type: none"> <li>• Maintain and report on branch-wide risk management processes</li> <li>• Contribute to the implementation of appropriate Disaster Recovery and Business Continuity plans</li> <li>• Ensure that the branch complies with DIA requirements for records management</li> </ul>	<ul style="list-style-type: none"> <li>• Risk and assurance processes are visible, well managed and meet Department requirements</li> <li>• Contribution to Disaster Recovery and Business Continuity Planning</li> </ul>

What you will do to contribute	As a result we will see
<b>Business Improvement</b> <ul style="list-style-type: none"> <li>Support the overall strategic and operational development of the branch by undertaking specific projects as required</li> <li>Contribute to cross-branch or departmental initiatives/projects as required</li> </ul>	<ul style="list-style-type: none"> <li>Well planned and managed projects that support the strategic and operational development of the branch</li> <li>Projects and initiatives that are aligned with Departmental initiatives</li> <li>Contribution to Branch and Departmental initiatives.</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>	

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Deliver to
Internal	Senior Advisor, Planning and Performance		✓		✓	✓
	SDO Operations Managers	✓	✓	✓	✓	✓
	Enterprise Portfolio Management Office					
	SDO Project Managers and SME					
External	SDO Marketing Agency	✓	✓		✓	

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 <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>Relationship management.</li> <li>Problem solving and navigating complexity</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>Procurement in a government environment</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>Flexibility and ability to adapt to changing internal and external environments.</li> <li>Written communication – Ability to interpret and present complex information in concise and plain English; ability to</li> </ul>

Your success profile for this role	What you will bring specifically
	<p>influence and persuade through written communication.</p> <ul style="list-style-type: none"><li>• Oral Communication: Ability to articulate complex ideas and issues in order to influence and persuade internal and external stakeholders.</li><li>• Good organisational and prioritisation skills.</li></ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• Tertiary qualification/Project Management qualification preferred</li><li>• Customer focused.</li><li>• Experienced user of Microsoft products, including Visio and Project.</li></ul>