# Principal Advisor

## Digital Identity Transition Programme, Service and System Transformation

The Digital Identity Transition Programme was established to develop a new approach to Digital Identity. The Programme is working in collaboration with the public and private sector to create a coherent digital identity ecosystem. The Principal Advisor will work across the Programme work streams to provide consistent vision and expert input. The work streams are:

* Design & Architecture – Leading architecture related delivery and driving the proof of concept use
* Policy, Standards & Regulation – Leading policy related delivery and the developing standards, rules and processes of the ecosystem
* Stakeholder Engagement & Change and Transition – Leading transition planning for the future state and driving engagement with a range of stakeholders
* Reporting to: Stakeholder Engagement Lead or Policy, Standards and Regulation Lead

Location: Wellington

* Salary range: Policy J

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

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| This is an icon for our three principles, 'We make it easy, we make it work,' 'We're stronger together,' and 'We take pride in what we do.' | We make it easy, we make it work * Customer centred
* Make things even better
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| We’re stronger together * Work as a team
* Value each other
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| We take pride in what we do * Make a positive difference
* Strive for excellence
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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 |
| --- | --- |
| **Support Programme Leads*** Support the work stream leads in developing innovative strategies and building the capability of the Digital Identity Transition Programme to achieve its outcomes
* Assist in ecosystem design activities to enable the Digital Identity Transition Programme to maximise its capability and capacity to deliver against its strategic objectives and stakeholder expectations
 | * The Principal Advisor contributing intellectual leadership and championing their vision and strategic objectives
* A coherent and integrated approach to stakeholder engagement and ecosystem design
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| **Policy, Standards and Regulation*** Provide trusted advice and recommendations to the Digital Identity Transition Programme about opportunities and priorities
* Apply specialist knowledge of policy, regulatory and legislative implications to setting the ecosystem strategy
* Provide guidance on policy approaches
* Support the co-design, engagement and consultation process of policy relates outputs
 | * A co-developed regulation framework setting the rules and regulations of the ecosystem
* A comprehensive map of policy which impacts digital identity and privacy of information
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| **Design and Architecture*** Support citizen-centric delivery of proof of concepts
 | * Proof of concepts with a focus on citizens needs
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| **Stakeholder Engagement** * Drive proactive engagement with a wide range of stakeholders including the public and private sector
* Proactively identify, establish and build networks across all of government and private sector organisations
* Leverage networks and maintain effective working relationships with key stakeholders across government and the private sector in order to obtain support and commitment to market approach to service delivery
 | * Effective networks are established across all of government and private sector organisations
* Relationships are leveraged to remove barriers and to enable agencies and teams to work together to successfully design and deliver the public service ecosystem.
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| **Health and safety (for self and team)*** Take responsibility for keeping self and team free from harm
* Ensure staff are informed of Health and Safety requirements in the workplace and are equipped to carry out their work safely
 | * All requirements of DIA’s Health and Safety policy and procedures are met.
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|  | Advise | Collaborate with | Influence | Inform | Manage/lead | Deliver to |
| --- | --- | --- | --- | --- | --- | --- |
| Who you will work with to get the job done |
| Internal | Director Digital Identity Transition | ✓ | ✓ |  | ✓ |  | ✓ |
| Programme work stream leads | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| Programme Team | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| SST Teams | ✓ | ✓ |  | ✓ |  |  |
| External | Corporate Centre Agencies | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| Public sector agencies | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| ICT Governance and Leadership Groups | ✓ |  | ✓ | ✓ |  |  |
| Private sector organisations |  | ✓ | ✓ | ✓ |  | ✓ |

| Your delegations as a manager |
| --- |
| Human Resources delegations | z |
| Financial delegations | z |
| Direct reports | None |

| Your success profile for this role | What you will bring specifically |
| --- | --- |
| 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](http://www.dia.govt.nz/diawebsite.nsf/Files/DIA_Profile_Specialist_v7/%24file/DIA_Profile_Specialist_v7.pdf).**Keys to Success:*** Problem solving
* Critical thinking
* Interpersonal savvy
* Navigating complexity
* Communicating with influence
* Technical and specialist learning
 | **Experience:** * A proven track record in providing strategic and thought leadership in ecosystem design
* Extensive experience in collaborating with diverse and complex stakeholders at senior levels across multiple organisations
* Proven experience in programme, project management and governance and delivering an end to end product
* Proven experience in providing strategic leadership and trusted advice and identifying emergent opportunities and challenges

**Knowledge:*** An in-depth understanding of commissioning, digital service delivery and funding models in the public sector, with experience in applying these in complex environments with competing stakeholder demands
* Strong understanding of programme and project management methodologies and practices
* Comprehensive knowledge and understanding of government operations, business and financial planning processes
* Strong understanding of the policy, regulatory and legislative environment

**Skills:*** Problem-solving skills and a level to work through issues of considerable complexity, using high-level conceptual thinking skills and in-depth analysis
* Excellent relationship management, negotiation, facilitation and influencing skills, which can be applied at Ministerial and the all of government level, and with external stakeholders
* Proven ability to lead cross-functional teams without formal authority
* Ability to operate in a fast-paced environment that requires excellent time-management and the ability to multi-task and prioritize effectively
* Proven ability to influence and facilitate significant change in thinking and approach

**Other requirements:*** Degree-level qualification in an area relevant to market design
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