



Job description

Haere mai

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

Policy & Strategy Lead

Digital Identity Transition, Service and System Transformation (SST)

The Policy & Strategy Lead is responsible for leading policy-related delivery within the digital identity transition programme. The Policy & Strategy Lead drives policy outputs through co-design, engagement and consultation processes to ensure they align and deliver to the programme's vision and overall objective of developing an effective and sustainable digital identity ecosystem.

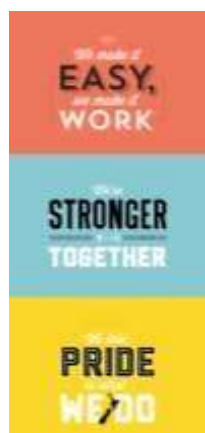
- **Reporting to:** Director Digital Identity Transition
- **Location:** Wellington
- **Salary range:** Policy K

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.

INTERNAL AFFAIRS

Te Tari Taiwhenua

What you will do to contribute	As a result we will see
<p>Functional Leadership</p> <ul style="list-style-type: none"> • Ensure the effective delivery of the policy work within the Digital Identity Transition programme of work • Oversee the delivery of Digital Identity Trust Framework and ensure it aligns with the wider programme strategic goals • Develop and maintain sound quality assurance methods to ensure advice provided to stakeholders is of the highest possible standard • Define and articulate immediate and medium-term deliverables for the policy work which are aligned with the wider programme strategic goals • Lead and contribute to establishing partnerships with stakeholders to support the programme's policy outcomes • Ensure that outcomes of consultation are appropriately reflected in advice and content and that implications advised by key stakeholders are clear 	<ul style="list-style-type: none"> • Ministers report satisfaction with the advice received • Policy deliverables are aligned with and support effective delivery of the Programme's strategy
<p>Strategy development and implementation</p> <ul style="list-style-type: none"> • Support the Director in providing strategic and intellectual leadership across the programme • Provide high level, high quality, evaluative thinking and evidence informed strategic analysis of programme and stakeholder impacts • Strategically advise, influence and leverage key relationships to enable achievement of the digital identity transition programme's objectives 	<ul style="list-style-type: none"> • Contribution of intellectual leadership to the digital Identity Transition Programme as a member of the leadership team • Evidence of functional leadership, including collaboration with senior leaders across DIA and the sector on cross-functional initiatives • Programme activities are effective and coordinated • Partnerships required for the Digital identity transition programme to deliver are identified and managed • Digital identity transition programme is successfully delivered to its objectives and wider strategic outcomes

<p>Thought leadership</p> <ul style="list-style-type: none"> • Provide intellectual leadership for, and contribution to the development of, the digital identity programme of work • Practice a continuous improvement approach by reviewing the methodologies, work methods and results of the team and maintain a positive approach to solving problems/issues • Identify opportunities to improve the programme's effectiveness and strategic alignment with environmental drivers 	<ul style="list-style-type: none"> • The programme of work is reviewed and evaluated regularly to ensure effectiveness • Risks and issues in relation to the programme's strategic objectives are identified and addressed appropriately • The programme of work and activities are aligned with changing priorities and environmental drivers as necessary
<p>Health and safety (for self)</p> <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 <p>Health and safety (for team)</p> <ul style="list-style-type: none"> • Inform, train and equip staff to carry out their work safely • Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries • Assess all hazards promptly and ensure they are managed 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work • All requirements of DIA's Health and Safety policy and procedures are met

Who you will work with to get the job done		Advice	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Director Digital Identity Transition	✓	✓	✓	✓		✓
	Programme workstream leads	✓	✓	✓	✓		
	Programme staff	✓	✓	✓	✓	✓	
	AoG GMs across DIA	✓	✓	✓	✓		
	DIA policy teams	✓	✓		✓		
External	Ministers	✓		✓	✓		✓
	Corporate Centre agencies	✓	✓	✓	✓		✓
	Public sector agencies	✓	✓	✓	✓		✓
	ICT governance and leadership groups	✓		✓	✓		✓

Your delegations as a manager	
Human Resources and financial delegations	F
Direct reports	2-3 programme staff

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	<p>Experience:</p> <ul style="list-style-type: none">• Experience in managing outcomes within a complex and diverse system• Experience in delivering policy outcomes in a project, programme or portfolio environment <p>Knowledge:</p> <ul style="list-style-type: none">• A high level understanding of frameworks, processes and methodologies that contribute to system change• A solid understanding of the machinery of government <p>Skills:</p> <ul style="list-style-type: none">• Political savvy• Excellent leadership skills – able to lead and provide direction across all-of-government, often without a mandate• Highly developed communication skills, both written and verbal• Highly developed interpersonal skills which can be applied at senior levels of any organisation and external stakeholders• Demonstrated strategic and operational planning skills and proven experience in delivering successful outcomes <p>Ideally:</p> <ul style="list-style-type: none">• Understanding of digital identity concepts, technologies and industry drivers