



# 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 Business Advisor

### Strategy & Accountability Directorate, Regulatory Services, PRC

As one of Government's larger regulators, Regulatory Services aims to minimise harm and maximise benefits through effective oversight of anti-money laundering and countering financing terrorism, gambling, and digital safety regulatory systems. We are a responsive risk-based regulator that uses innovation and collaboration to maximise our impact to achieve desired outcomes for New Zealand communities.

The Senior Business Advisor is responsible for supporting the Regulatory Services Group meet its accountability requirements through effective management and delivery of business and budget planning, organisational performance management (including health and safety), risk management and associated reporting requirements.

- **Reporting to:** Manager Accountability
- **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. 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><b>Lead and coordinate planning, monitoring and reporting</b></p> <ul style="list-style-type: none"> <li>• Lead, champion and manage business planning processes for the Regulatory Services Group including the development and implementation of best practice processes and tools</li> <li>• Lead and coordinate budget preparation, monitoring and reporting for Regulatory Services</li> <li>• Draft strategy, planning and reporting documents for Regulatory Services using input from the appropriate people</li> <li>• Design and develop systems and processes for measuring, monitoring, evaluating and reporting on work programme outcomes across the Regulatory Services Group, ensuring alignment with planning and accountability documents</li> <li>• Work with managers to develop performance frameworks, key indicators and robust management data to support tracking and measurement of performance across Regulatory Services</li> <li>• Lead and coordinate the group’s contribution to key performance reporting and accountability documents and other corporate information requests</li> </ul>	<ul style="list-style-type: none"> <li>• Regulatory Services delivers on its accountability requirements</li> <li>• Timely and quality business and budget planning across the Regulatory Services Group which is reviewed against, and aligned to, other planning and strategic documents as required</li> <li>• Coordinated contributions from Regulatory Services to branch and departmental planning and reporting</li> <li>• Performance frameworks and measurement that supports Regulatory Services to demonstrate progress and achievements</li> <li>• Well managed, coordinated and efficient planning, monitoring and reporting of all accountability aspects</li> <li>• Regulatory Services managers have the information they need for planning, performance and evaluation</li> </ul>
<p><b>Lead and coordinate monitoring and reporting of Regulatory Services priority projects</b></p> <ul style="list-style-type: none"> <li>• Develop a schedule of Regulatory Services agreed priority projects</li> <li>• Monitor and report as appropriate on the progress of, and the risks around, priority projects</li> </ul>	<ul style="list-style-type: none"> <li>• Regulatory Services leadership team has an overview of progress of priority projects and any emerging risks</li> </ul>
<p><b>Risk management coordination and reporting</b></p> <ul style="list-style-type: none"> <li>• Lead and coordinate the application of the Group’s risk, security and health and safety policies</li> <li>• Monitor and report on Regulatory Services’ performance in applying appropriate risk, security and health and safety policies</li> </ul>	<ul style="list-style-type: none"> <li>• Regulatory Services, records and actively manages its risks</li> <li>• Regulatory Services is a safe and healthy workplace</li> <li>• Regulatory Services leadership team has an overview of the Group’s performance</li> </ul>
<p><b>Official correspondence services</b></p> <ul style="list-style-type: none"> <li>• Draft and peer review official correspondence, parliamentary responses and responses to Official Information Act and Privacy Act requests</li> </ul>	<ul style="list-style-type: none"> <li>• Quality responses to official correspondence which are legally sound, and which meet our statutory obligations and business requirements</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Engagement and Relationship Management</b></p> <ul style="list-style-type: none"> <li>Build and maintain effective working relationships with managers and staff across the Regulatory Services Group</li> <li>Develop and maintain sound relationships and positive influence across the PRC Branch and the wider Department</li> <li>Take an approachable, responsive and open style when dealing with stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Productive and positive working relationships across Regulatory Services</li> <li>Strong working relationships with others across DIA – in particular PRC BDS</li> <li>Collaborative work</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	Manager Accountability	✓	✓	✓	✓		✓
	Accountability team members	✓	✓	✓	✓		✓
	Other Strategy and Accountability directorate managers and staff	✓	✓	✓	✓		✓
	Regulatory Services managers and staff	✓	✓	✓	✓		✓
	Regulatory Services Leadership team	✓	✓	✓	✓		✓
	PRC Branch Development and Support Manager and staff	✓	✓	✓	✓		✓
	DIA Shared services including HR, Finance, TSS, Strategy & Governance, Communications and Legal	✓	✓	✓	✓		✓
External	Minister and Minister's Office	✓	✓	✓	✓		✓
	Other Government Agencies	✓	✓	✓	✓		

Your delegations as a manager	
Human Resources and financial delegations	Level Z
Direct reports	None

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>• Business planning, risk management, or organisational performance monitoring and reporting in the public sector</li> <li>• Experience in interpreting information and results and presenting key findings and advice to senior managers</li> <li>• Working across organisational structures</li> <li>• Experience in developing collaborative relationships in order to achieve results</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• An understanding of planning, monitoring and reporting processes and frameworks</li> <li>• An understanding of public sector accountability documents and reporting frameworks</li> <li>• An understanding of machinery of government and regulatory practice</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Excellent analytical, problem solving and intellectual skills with the ability to think strategically and innovatively across a wide range of complex issues</li> <li>• Ability to work independently, manage deliverables to specific timelines and meet required quality standards</li> <li>• Excellent written and oral communication skills</li> <li>• Strong stakeholder engagement, relationship management and interpersonal skills</li> <li>• A team player with a positive, proactive, professional and flexible approach to work</li> <li>• High level of expertise in the Microsoft Office suite of software (Word, Excel, Visio and PowerPoint)</li> </ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"> <li>• A relevant tertiary qualification or similar work experience</li> </ul>