

# 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

### Strategy and Performance, Organisational Strategy and Performance

The purpose of the Senior Advisor is to support the Director Strategy and Performance to ensure the Department can develop and deliver an organisational strategy and ensure the Department's planning processes are well integrated, and in line with best practice. The Senior Advisor will have high engagement with internal and external stakeholders across the Department and will provide technical leadership and advice to ensure branches have an up-to-date understanding of their obligations for delivering to strategy, planning and accountability processes.

- **Reporting to:** Director Strategy and Performance
- **Location:** Wellington
- **Salary range:** Policy I

### 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. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.



**Te Tari Taiwhenua**  
**Internal Affairs**

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. 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>Strategy and Planning</b></p> <ul style="list-style-type: none"> <li>• Develop and coordinate effective and efficient departmental planning and reporting processes that are well aligned with the budget cycle, internal management processes and external reporting expectations.</li> <li>• Maintain environmental scanning processes to support and inform strategic decision making.</li> <li>• Support the management of the integrated business planning process for financial and non-financial planning.</li> <li>• Ensure all accountability documents are presented on time and improved over time to meet the needs of both internal and external stakeholders (including Statement of Intent, Four Year Plan, Output Plan, Estimates, Quarterly and Annual Reports, and any periodic Departmental reports to the Ministers' Office, Select Committee or other agencies).</li> <li>• Provide technical leadership and advice on strategy, planning and accountability processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Your contribution to effective and efficient strategy and planning is aligned with best practice</li> <li>• Department accountability documents are recognised by internal and external key stakeholders as supporting DIA to be a high performing organisation</li> <li>• Timely and high-quality presentation of accountability documentation</li> <li>• Collaboration and partnership with colleagues in the corporate centre to provide joined up, trusted advice on medium and long-term planning</li> <li>• Provision of quality technical leadership and advice upon strategy and planning to stakeholders.</li> </ul>
<p><b>Risk and Performance</b></p> <ul style="list-style-type: none"> <li>• Develop and implement best practice non-financial performance measurement and reporting that promotes effective decision-making, evidence-based reporting and organisational learning including: <ul style="list-style-type: none"> <li>○ Produce monthly and quarterly performance reports for the ELT aligned with the Statement of Intent, Branch performance expectations and external reporting expectations.</li> <li>○ Collate, analyse, interpret and advise on non-financial performance data to assist in the effective management of the organisation.</li> <li>○ Ensure that non-financial performance measures and evaluation work meets both internal and external reporting requirements, particularly in relation to the Public Finance Act, the State Sector Act and Audit NZ.</li> </ul> </li> <li>• Develop, review and improve the effectiveness of systems and processes, documenting processes to be followed and working with business groups to implement them</li> </ul>	<ul style="list-style-type: none"> <li>• Timely presentation of non-financial performance measurement and reporting for ELT and external stakeholders.</li> <li>• Contribution to improved processes and implementation of such processes.</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>• Prepare and provide timely and practical advice to the Chief Executive and Executive Leadership Team (ELT) as required.</li> <li>• Develop and maintain a close working relationship with staff within the business groups and Ministers' offices to understand business requirements, priorities and programmes of work across the Department.</li> <li>• Engage and develop strategic partnerships with branches to enhance the ability of branch contribution to departmental strategy and planning process, enable the effective delivery of advice that builds strategic and business planning capability.</li> <li>• Build and maintain effective working relationships with key external stakeholders such as the Treasury, the SSC, and Audit New Zealand to ensure planning and reporting processes meet changing needs.</li> </ul>	<ul style="list-style-type: none"> <li>• You contribute to ensure the Chief Executive and ELT are well informed.</li> <li>• Strong and efficient close working relationship with staff within stakeholder business unit, internal and external stakeholders.</li> </ul>
<p><b>Team Support</b></p> <ul style="list-style-type: none"> <li>• Function as part of a highly effective team of advisors who have the strategic and professional skills to support the Department and lead organisation-wide initiatives.</li> <li>• Deliver to team work programmes and work effectively across the Strategy and Performance group and Organisational Strategy and Performance branch.</li> </ul>	<ul style="list-style-type: none"> <li>• Efficient functioning Senior Advisor contributing to team and to programmes of 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	Chief Executive and ELT	✓	✓	✓	✓		✓
	Deputy Chief Executive Organisational Strategy and Performance	✓	✓	✓	✓		✓
	Strategy and Performance team and wider Organisational Strategy and Performance branch colleagues	✓	✓	✓	✓		✓
	Branch Development and Support Managers	✓	✓	✓	✓		✓

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
	and their teams						
	Organisational Capability and Support colleagues (including Finance, HR, Communications, IT and Property)	✓	✓	✓	✓		✓
External	Audit New Zealand	✓	✓	✓	✓		✓
	Treasury	✓	✓	✓	✓		✓
	State Services Commission	✓	✓	✓	✓		✓
	Ministers' offices	✓	✓	✓	✓		✓
	Select Committee staff	✓	✓	✓	✓		✓
	Strategy and Planning managers within public and private sectors	✓	✓	✓	✓		✓

Your delegations	
Human Resources and financial delegations	Z
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>• Experience in drafting and reviewing written material</li> <li>• Experience in strategic and business planning</li> <li>• Experience with performance monitoring &amp; reporting</li> <li>• Sound judgement in dealing with complex, sensitive or ambiguous issues</li> <li>• Experience in leading and collaborating with people to deliver programmes of work</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• A good knowledge of public sector management frameworks, relevant legislation and Ministerial/Departmental relationships</li> <li>• An understanding of accountability documents</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Excellent relationship management skills, including influencing skills</li> <li>• Strong analytical skills and ability to think strategically</li> <li>• Strong project management and organisational skills</li> </ul>

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none"><li>• Ability to manage to specific timelines and meet required quality standards</li><li>• A high level of computer literacy and good numeracy skills</li></ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• A tertiary level qualification</li><li>• Understanding of Te Āo Māori and its application in our mahi is desirable.</li></ul>