



# 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 Strategic 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, anti-spam and censorship 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 Strategic Advisor is responsible for providing thought leadership, analysis and advice to advance the strategic direction of Regulatory Services and build capability and practice to support effective regulatory stewardship

- **Reporting to:** Manager Strategy and Capability
- **Location:** Wellington
- **Salary range:** Regulatory H

---

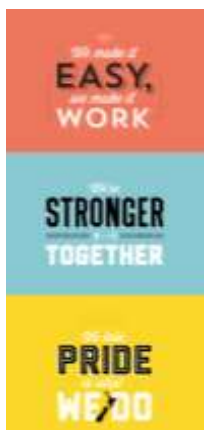
### What we do matters – our purpose

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



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

## **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>Provide support and advice on strategic direction</b></p> <ul style="list-style-type: none"> <li>• Support the development and implementation of Regulatory Services' strategic direction, desired outcomes, strategic objectives, compliance approach, strategy and key priorities</li> <li>• Develop plans and approaches to give effect to Regulatory Services programme of change – including providing advice on priorities and</li> <li>• Work with the Regulatory Services' Leadership Team to ensure there is a clear link between vision, strategic priorities and business/work plans</li> <li>• Lead Regulatory Services' role/responsibilities in relation to DIA's Regulatory Stewardship Strategy and G-Reg</li> <li>• Provide intellectual leadership and direction to support successful operational delivery across Regulatory Services</li> <li>• Provide support for the General Manager and Leadership team to deliver on the Group's priorities and objectives</li> </ul>	<ul style="list-style-type: none"> <li>• The vision and strategic direction of Regulatory Services is clear and future focused</li> <li>• Regulatory Services is well integrated, agile, innovative and responsive to changes and developments</li> <li>• The General Manager and Leadership team receive high quality advice, where benefits and implications are clear</li> <li>• There is a clear plan for advancing the priorities agreed in the Regulatory Services programme of change</li> <li>• Regulatory Services is a positive contributor to G-Reg</li> <li>• Regulatory Services plays a key role in DIA's regulatory stewardship strategy</li> </ul>
<p><b>Support the development of effective strategies, policies and frameworks which build capability</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain Regulatory Services wide policies, frameworks, tools and processes to support organisational development and efficient business practice such as a rotation development policy, the Manager's toolkit</li> <li>• Identify and develop approaches to enhance capability, professional practice and performance improvement across the Group</li> <li>• Identify new, innovative and best practice regulation compliance methodologies, tools and practices and work with the Outreach and Innovation and Service Design teams to implement initiatives and programmes to implement best practice across the Group</li> <li>• Support the Regulatory Services Leadership Team to establish, assess and agree the prioritisation of development initiatives</li> <li>• Maintain an overview of key developments /initiatives and provide advice to the Regulatory Services Leadership Team on progress</li> <li>• Lead projects and project teams to deliver on priority initiatives using appropriate project management disciplines</li> </ul>	<ul style="list-style-type: none"> <li>• Regulatory Services has clear and simple policies and strategies which support Group efficiency, consistency and effectiveness</li> <li>• Enhanced capability across Regulatory Services through the development and implementation of innovative and best practice regulatory compliance methodologies, tools and practices</li> <li>• Development initiatives are well prioritised and their progress assessed and monitored</li> </ul>

What you will do to contribute	As a result we will see
<b>Stakeholder and Relationship Management</b> <ul style="list-style-type: none"> <li>Build highly effective collaborative relationships with managers and staff across Regulatory Services, wider DIA and relevant external stakeholders to support achievement of Group and DIA outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Positive relationships and effective communications are maintained with key internal and external stakeholders and position DIA to achieve business outcomes</li> </ul>
<b>Capability Development</b> <ul style="list-style-type: none"> <li>Lead compliance capability and professional development initiatives to build professional capability across the Group</li> <li>Maintain knowledge of best practice capability frameworks and tools and advise on their application within Regulatory Services to address the group's needs</li> <li>Develop processes, tools and systems to support capability development</li> <li>Track, monitor, review and report on the effectiveness of capability development initiatives and programmes and ensure they deliver the desired outcomes</li> </ul>	<ul style="list-style-type: none"> <li>An efficient and fluid process of capability development used to benefit the group.</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>	<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 Strategy and Capability	✓	✓		✓		✓
	Service Design teams	✓	✓		✓		
	Engagement and Innovation teams	✓	✓		✓		
	Regulatory Services Leadership team	✓	✓	✓	✓		✓
	Relevant DIA staff						
External	Minister's Office	✓	✓	✓	✓		✓
	Other Government Agencies	✓	✓	✓	✓		
	G-Reg Steering and working groups	✓	✓	✓	✓		✓
	Regulatory training institutions	✓	✓	✓	✓		
	Regulatory System Stakeholders	✓	✓	✓	✓		

Your delegations	
Human Resources and financial delegations	Level Z

Your delegations	
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>• Proven experience in providing high quality strategic advice to senior managers</li> <li>• Proven experience in supporting the development and implementation of organisational vision and strategy</li> <li>• Demonstrated experience identifying, implementing and promoting strategic initiatives</li> <li>• Experience in providing thought leadership on regulatory and service delivery models, approaches and practices</li> <li>• Experience in the development of practical and simple strategies, policies and frameworks to support the effective and efficient operation of an organisation</li> <li>• Experience in managing complex projects</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Excellent knowledge of government structures and processes, and ministerial/parliamentary protocols &amp; procedures</li> <li>• Good understanding of project management methodologies and principles</li> <li>• Knowledge of capability, organisational and Public sector management development frameworks and approaches</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Strong conceptual skills and the ability to think beyond immediate issues, make the connections between issues and consider long term and broader implications</li> <li>• Excellent analytical skills including the ability to use conceptual frameworks to assist analysis and assess options</li> <li>• Ability to convey abstract and/or complex ideas in clear, practical and concrete terms, tailored for the audience</li> <li>• Demonstrated skills in balancing risk management with innovative thinking</li> <li>• Excellent written and oral communication skills</li> </ul>

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none"><li>• Proven ability to establish, build and maintain highly effective collaborative working relationships</li></ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• Tertiary qualification in a relevant field</li><li>• Ability to obtain police and credit clearance</li><li>• Ability to obtain and maintain an appropriate Security Clearance</li></ul>