



Job description

Haere mai

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

Business Advisor

Strategy and Accountability, 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 Business Advisor role is part of a small advisory team undertaking business and budget planning, performance reporting, and official correspondence activities. The focus of the role is on investigating, researching and analysing information to inform sound, fact-based decisions. The role operates in a collegial team culture that emphasises strong critical self-review and a commitment to quality and continuous improvement.

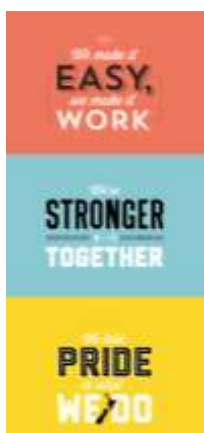
- **Reporting to:** Manager Accountability
- **Location:** Wellington
- **Salary range:** Delivery F

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

INTERNAL AFFAIRS

Te Tari Taiwhenua

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>Performance planning and reporting services</p> <ul style="list-style-type: none"> • Implement best practice and proven business planning processes and tools • Develop systems to measure, monitor, evaluate and explain work programme outcomes • Prepare and coordinate monthly, quarterly and corporate management reports • Coordinate contributions to key accountability documents • Provide other forms of administrative assistance in the Accountability team or across the Strategy and Accountability Directorate as required 	<ul style="list-style-type: none"> • Timely and quality business reporting across Regulatory Services • Coordinated contributions from Regulatory Services to branch and departmental planning and reporting
<p>Official Correspondence services</p> <ul style="list-style-type: none"> • Maintain processes, systems and tools to support accurate and accessible records of all items of official correspondence • Maintain an accurate register of official correspondence and actively manage the timeliness of official correspondence responses within Regulatory Services • Assist with the collation and review of responses • Drafting written or oral replies to public and stakeholder inquiries • Coordinating data and responses from within Regulatory Services required to respond accurately and in a timely fashion to official information and privacy requests as well as parliamentary information • Drafting official correspondence and parliamentary responses • Contribute to the preparation of responses to Official Information Act and Privacy Act requests 	<ul style="list-style-type: none"> • The status of all official correspondence responses is easily identified and records of decisions about each item are complete and accessible. • Regulatory Services does not breach the legal requirements for managing official correspondence including privacy and timeliness requirements
<p>Business Support</p> <ul style="list-style-type: none"> • Provide other required business support to the Accountability team, and across the Strategy and Accountability Directorate as required 	<ul style="list-style-type: none"> • Effective business support is available to the Strategy and Accountability directorate
<p>Relationship management / communications</p> <ul style="list-style-type: none"> • Build and maintain effective working relationships with managers and staff across the Regulatory Services group • Develop and maintain sound relationships and positive influence across the PRC branch and the wider Department 	<ul style="list-style-type: none"> • Productive and positive working relationships across the organisation • Collaborative work

What you will do to contribute	As a result we will see
<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	<ul style="list-style-type: none">• A safe and healthy workplace for all people using our sites as a place of work.• Health and safety guidelines are followed

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	✓	✓	✓	✓		✓
	Other Policy, Regulation and Communities branch Managers and staff– particularly Branch Development and Support and Policy Group	✓	✓	✓	✓		✓
	Wider DIA staff in particular Legal Services, Governance Risk and Assurance Official Correspondence Team	✓	✓	✓	✓		✓

Your delegations	
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 Valued Contributor.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Customer Focus • Continuous improvement • Teamwork and peer relationships • Action oriented • Self-development and learning • Functional and technical skills 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience in supporting business planning, monitoring and reporting • Experience in maintaining tracking and reporting systems and producing management reports • Experience in administrative support, systems and processes • Experience in drafting official correspondence • Experience working across organisational structures • Experience working in a public sector environment <p>Knowledge:</p> <ul style="list-style-type: none"> • An understanding of planning, reporting principles and processes • An understanding of public sector accountability documents and reporting frameworks • Knowledge and sound understanding of the machinery of government, including the

Your success profile for this role	What you will bring specifically
	<p>Official Information and Privacy Acts, how Ministers work, and how to work with Ministers' offices</p> <ul style="list-style-type: none">• Proficiency in spoken and written English• Sound knowledge of the Microsoft Office suite of software <p>Skills:</p> <ul style="list-style-type: none">• Excellent oral and written communication skills• Excellent engagement, relationship management and interpersonal skills• Strong analytical skills• Strong organisational skills and the ability to manage multiple tasks and prioritise effectively• Attention to detail• A strong team player with a positive, professional and flexible approach to work• The ability to work under varying levels of supervision <p>Other requirements:</p> <ul style="list-style-type: none">• A suitable criminal conviction check with the Ministry of Justice• A tertiary qualification is desirable as an indicator of the ability to synthesise and analyse information, manage priorities, and present material in a number of formats to a range of audiences• The ability to obtain and retain an appropriate security clearance, if required.