



Job description

Haere mai

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

Principal Advisor

Branch Development and Support, Information and Knowledge Services

The Principal Advisor supports the Manager of Branch Development and Support (BDS) to provide strategic and operational leadership, advice and assistance to the Deputy Chief Executive (DCE) and Branch Senior Leadership Team (SLT), in consultation with branch business groups. This includes anticipating future issues, challenging the status quo, and exploring ideas and opportunities to drive continuous improvement and lift branch performance and engagement.

This role engages and influences others across the department to ensure strategic alignment between priorities, people, and information based on well informed advice.

- **Reporting to:** Manager, Branch Development and Support
- **Location:** Wellington
- **Salary range:** Delivery 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. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.



Te Tari Taiwhenua
Internal Affairs

What you will do to contribute	As a result we will see
<p>Strategic Thinking and Analysis</p> <ul style="list-style-type: none"> Support the BDS Manager by providing thought leadership and strategic advice for the DCE and SLT, including leading and/or contributing to proposals, ministerial briefings and recommendations, governance papers, internal reviews, and investment documentation. Provide advice and support to the DCE and SLT on DIA strategies and actions as they impact on IKS. Support the DCE with DIA strategic focus area “Trusted Information”. Liaise with IM leadership team to ensure work programme is established and monitored in alignment with the DIA framework. 	<ul style="list-style-type: none"> Clarity of branch strategy, planning and reporting which is aligned with DIA systems and frameworks. Consultation, collaboration and connections across IKS and DIA Proactive approach with clearly outlined analysis and ideas A confident, well-articulated pitch for new ideas Buy-in and engagement from key stakeholders.
<p>Branch Performance and Accountability</p> <ul style="list-style-type: none"> Lead oversight of the IKS responsibilities for public sector accountability, on behalf of the BDS Manager. Actively and strongly support effective liaison and integration of IKS strategies and initiatives with Department wide strategy and planning. Provide leadership to the IKS virtual planning and development team regarding priorities and expectations, and advise on DIA systems. Lead the annual branch business planning, including supporting the DCE with leaders’ forums and proposing ideas to SLT for decision. Support the BDS Manager by leading and contributing to initiatives to improve branch performance, lifting branch capability and building staff engagement. Mentor the Business Advisor to support delivery of objectives and professional development. Work with the BDS Manager, and SLT to ensure the branch delivers on its responsibilities as “good corporate citizens”, including risk management and assurance, business continuity, planning and reporting, and project management. Deputise for BDS Manager as required. 	<ul style="list-style-type: none"> Accurate, high quality work is presented on time in consultation with key stakeholders. Credible, well considered advice provided to SLT. IKS planning team has clarity about priorities and approach. Work is delivered through collaboration and represents the IKS business groups. Uncertainty and ambiguity are managed well. Business advisor has clarity and is well supported and developed. Strong relationships with IKS SLT, and colleagues. <p>Issues or concerns are raised with BDS Manager early on and resolved.</p>

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Relationship Management <ul style="list-style-type: none"> Assist in managing key relationships and service standards with shared service providers, including providing analysis and advice to the BDS Manager and proactively follow up and resolve issues. Build and maintain strong relationships with relevant internal and external stakeholders. Actively and professionally identify and manage problems and conflicts. Represent IKS and DIA at internal and external meetings. 	<ul style="list-style-type: none"> Credible and professional approach when working with stakeholders. Excellent relationships with IKS SLT, peers, and colleagues. Active networking and linked back to role. Conflict and high tension situations managed well for all parties . Professional behaviours and DIA values demonstrated.
Health and safety (for self) <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	IKS Deputy Chief Executive and Senior Leadership Team	✓	✓	✓	✓		✓
	IKS planning and development teams	✓	✓	✓	✓	✓	✓
	Strategy and Governance, and Branch Development and Support Teams	✓	✓	✓	✓		✓
	Programme and Project Managers	✓	✓		✓		
	IKS shared services business partners	✓	✓	✓	✓		

Your delegations	
Human Resources and financial delegations	Level 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 Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Problem solving • Critical thinking • Interpersonal savvy • Navigating complexity • Communicating with influence • Technical and specialist learning 	<p>Experience</p> <ul style="list-style-type: none"> • With leading and developing strategic and organisational development functions in large, diverse organisations. • With supporting and facilitating the development and implementation of organisational vision and strategy. • With implementing frameworks and systems. • With confidently forming partnerships of value and relationships of trust with others. <p>Knowledge</p> <ul style="list-style-type: none"> • Experience and a detailed understanding of the public sector accountability framework, and planning and reporting in the public sector. • Understanding governance and frameworks for continual business process development. <p>Skills</p> <ul style="list-style-type: none"> • Well-developed strategic thinking and analytical ability. • Strong organisational skills – able to work under the pressure of multiple evolving demands without compromising quality or delivery. • Adaptable and flexible to manage evolving work programmes. <p>Education and Professional Memberships</p> <ul style="list-style-type: none"> • Tertiary qualification in relevant discipline such as public policy or business studies (or equivalent experience)