



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 Strategy & Planning

Strategy and Planning, Strategy and Governance

The Principal Advisor has a technical leadership role, leading team-wide initiatives and overseeing/mentoring Senior S&P Advisors and S&P Advisors. They oversee the most complex strategy & planning issues and assignments and coordinate several team processes. They advise and provide assurance to the Director Strategy & Planning, CE, ELT and senior leaders across the department. The role also acts as a trusted partner for an assigned portfolio of senior leaders, branches / business units, working in close collaboration with other teams in the S&G branch.

- **Reporting to:** Director Strategy and Planning
- **Location:** Wellington
- **Salary range:** Policy J

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>Team Leadership and Management Support the Director S&P in the leadership and management of the S&P team by:</p> <ul style="list-style-type: none"> • Overseeing and mentoring the S&P Senior Advisors and Advisors. • Contributing to recruitment and performance management processes. • Acting as deputy for the Director S&P in their absence. • Contribution to all business management processes, including business planning, financial management and risk management. • Contribution to the collaboration, coordination and information sharing across the S&G branch, thus ensuring a seamless and comprehensive experience of its services. | <ul style="list-style-type: none"> • A trusted advisor supporting the Director Strategy & Planning in the execution of all business management activities and act in their absence if required. • Branches view S&G services as aligned and connected. |
| <p>Strategy & Planning Technical Leadership</p> <ul style="list-style-type: none"> • Scan the horizon for relevant domestic and international industry developments that may impact the department's portfolio management processes and advise the Chief Portfolio Officer on required interventions. • In line with industry best practice, lead the development, implementation, evaluation and review of relevant tools, frameworks and methods. • Act as a subject matter expert within the S&P team providing support and advice to S&P colleagues and advising the Director S&P on any issues arising. • Oversee the most complex strategy & planning issues and assignments. | <ul style="list-style-type: none"> • Contributing to keep portfolio management processes relevant and up to date. • An expert in subject matter by constant research and updates on subject matter. • The S&P team are supported by your expertise in subject matter. • The Director is well advised on any issues raised. • Successful oversight of complex strategy and planning assignments. |
| <p>Department-wide Environmental Scanning Plan and coordinate the department-wide environmental scanning process, including:</p> <ul style="list-style-type: none"> • Proposing the scope of the process for the year, based on the departmental strategy, to be signed off by the Director S&P. • Coordinating input from / support to branches. • Liaising with relevant external stakeholders. • Coordinating the data gathering, analysis and reporting. • Providing advice on related matters to the Director S&P, CE and ELT, and supporting them in their related communication with Ministers, Parliamentary Select Committees etc. | <ul style="list-style-type: none"> • Provision of planning and coordination of environment scanning aligned with departmental strategy. • Key stakeholders are informed and advised in a timely and relevant manner regarding environmental changes and matters. |

| What you will do to contribute | As a result we will see |
|---|--|
| <p>Departmental Accountability Documents</p> <p>Coordinate the process for the preparation of all departmental accountability documents, including:</p> <ul style="list-style-type: none"> • Coordinating input from branches. • Coordinating and keeping oversight of the drafting of documents, with support from the departmental Communications function. • Coordinating the liaison and representation of the department with relevant external stakeholders. • Advising the Director S&P on any issues arising. • Providing advice on related matters to the Director S&P, CE and ELT members | <ul style="list-style-type: none"> • Department accountability documents are recognised by internal and external key stakeholders as supporting DIA to be a high performing organisation. • High quality output of accountability documents. • Director is well informed of any issues and resolutions. |
| <p>Strategy & Planning Quality Management</p> <ul style="list-style-type: none"> • Monitor the quality of the outputs of the S&P Senior Advisors and Advisors, take corrective action if required and inform the Director S&P on any issues arising, thus ensuring the outputs meet all quality standards. • Lead the development, implementation, evaluation and review of quality management processes, standards and templates, ensuring compliance with any applicable organizational, national and international standards and legislation. | <ul style="list-style-type: none"> • The quality is high and consistent and meets all quality standards. • Strategy & Planning team members are proactive and comfortable with continuously improving the quality of their output and team processes. |
| <p>Build Departmental Capability</p> <p>Support the Director S&P in raising the department wide capability in the areas of strategy & planning by:</p> <ul style="list-style-type: none"> • Monitoring capability levels. • Proposing, developing and leading the implementation of interventions aimed at raising the capability. | <ul style="list-style-type: none"> • Contributed to raising capability in the Strategy & Planning team. • The Director is well informed of interventions' implementation. |
| <p>Stakeholder Management</p> <ul style="list-style-type: none"> • Build and maintain effective professional relationships with internal and external stakeholders; which enhance the integrity and credibility of the Strategy & Planning function, and ensure the alignment with other departmental processes as well as functional management developments across New Zealand. | <ul style="list-style-type: none"> • Strong and efficient working relationships are established with stakeholders. • The integrity and credibility is established with internal and external stakeholders. |

| 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 <p>Cooperate in implementing return to work plans</p> | <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 | Chief Executive | ✓ | ✓ | ✓ | | | |
| | Managers within the Strategy and Governance branch | ✓ | ✓ | ✓ | ✓ | ✓ | |
| | DIA Executive Leadership (ELT) | ✓ | ✓ | ✓ | | | ✓ |
| | Senior managers and advisors of DIA business groups in particular Government Technology Services | ✓ | ✓ | ✓ | | | ✓ |
| External | Ministers | ✓ | ✓ | ✓ | ✓ | | ✓ |
| | Central agencies | ✓ | ✓ | ✓ | ✓ | | ✓ |
| | Other government departments | ✓ | ✓ | ✓ | | | ✓ |
| | Key stakeholders and iwi | | ✓ | ✓ | ✓ | | |
| | Relevant networks and professional associations | | ✓ | ✓ | ✓ | | |
| | External vendors | | | | | | ✓ |

| Your delegations | |
|---|---|
| Human Resources and financial delegations | Z |
| Direct reports | 0 |

| 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 | <p>Experience:</p> <ul style="list-style-type: none"> At least 10 years' experience in strategy and planning roles at senior levels. Extensive experience in the public sector Proven record of delivering quality work, including under tight time constraints Sound judgement and maturity <p>Knowledge:</p> <ul style="list-style-type: none"> Tertiary qualification (to postgraduate level desirable) in government administration, management or policy |

| Your success profile for this role | What you will bring specifically |
|---|--|
| <ul style="list-style-type: none">• Technical and specialist learning | Other requirements: <ul style="list-style-type: none">• Security Clearance – Confidential |

DRAFT