



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

Office of Ethnic Communities

Principal Advisor provides strategic advice, thought leadership, and leads complex/sensitive projects. The Principal Advisor will provide original thinking, anticipate future issues, challenge the status quo, and explore ideas and opportunities that may lead to new, more innovative and effective solution which will increase the impact of the Office of Ethnic Communities (OEC).

The Principal Advisor works directly with the Executive Director OEC in a key trouble shooting role, providing insight and advice on a range of matters. The Principal Advisor also establishes and maintains effective working relationships across OEC, the wider Department, the Minister's Office and key stakeholders.

The Principal Advisor is part of the OEC leadership team.

- **Reporting to:** Executive Director, Office of Ethnic Communities
- **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 sage, 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.

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 relationship 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
OEC Leadership <ul style="list-style-type: none"> Actively work together with others on the OEC Leadership team to set the Office's strategic direction, to identify the most effective way of delivering on its priorities, and to monitor its performance Maintain awareness of the dynamics of the external environment and bring insights to the OEC Leadership discussion Work closely with colleagues across OEC to connect, collaborate and ensure alignment between functions to advance OEC's strategic direction Be a visible leader within OEC Develop and maintain positive and constructive relationships with Ministers and key stakeholders, Support the Executive Director to establish partnerships with key agencies, stakeholders and communities to deliver improved outcomes for ethnic and interfaith communities Credibly represent OEC both within DIA and externally 	<ul style="list-style-type: none"> A leader who is well regarded by stakeholders A leader who is credible and considered a trusted advisor by the Minister A strong, energised, visible OEC Leadership team with a clear strategic direction, who drive the organisation to make a difference
Strategic Leadership and Advice <ul style="list-style-type: none"> Provide direct support to the Executive Director on strategic issues, including senior level trouble-shooting, risk and issues management, and stepping in for the Executive Director from time to time as appropriate. Provide a sounding board, insight, judgement and/or advice to enable the Executive Director to successfully deal with critical matters as they arise Stay aware of relevant issues, risks, and developments which may impact OEC; alerting and advising the Executive Director on responses Provide strategic and intellectual leadership on 	<ul style="list-style-type: none"> High quality, influential advice is provided to the OEC Leadership Team Risks and issues are identified early, escalated appropriately and advice provided OEC strategies and plans are developed that meet the requirements of the OEC and the Department High level of contribution to OEC and Departmental initiatives

What you will do to contribute	As a result we will see
Group performance and governance	
Relationship management <ul style="list-style-type: none"> Ensure working relationships and interfaces between OEC and the Department are maintained and clear lines of communication and understanding of business needs are promoted Build networks and develop and maintain close working relationships with the Minister's Office, key government agency and community stakeholders Assist the Executive Director manage challenging relationships, facilitating information flows and understanding of issues Influencing and advising the OEC leadership team as a collective or individually 	<ul style="list-style-type: none"> OEC is represented effectively and appropriately Effective relationships are developed and maintained across OEC, the Department, the Minister's Office and other key stakeholders
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	Executive Director Office of Ethnic Communities	✓	✓	✓	✓		✓
	OEC Leadership Team	✓	✓	✓	✓		✓
	OEC managers and staff	✓	✓	✓	✓		
	DIA DCEs, senior managers	✓	✓	✓	✓		✓
External	Office of the Minister for Ethnic Communities	✓		✓	✓		✓
	Ethnic community leaders, organisations, and community members	✓	✓	✓	✓		✓
	Other government agencies whose work is relevant to ethnic communities	✓	✓	✓	✓		
	Local authorities and other community organisation and NGOs as relevant to the work of OEC	✓	✓	✓	✓		

Your delegations as a manager	
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 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"> • Demonstrated senior experience in supporting the development and implementation of organisational vision and strategy • Experience working with senior leaders in a diverse public-sector organisation. • A track record of delivering outstanding advice and working well with people at all levels • Proven record of delivering quality work, including under tight time constraints • Demonstrated success in building, maintaining and using networked relationships to deliver results • Experience in coaching others <p>Knowledge:</p> <ul style="list-style-type: none"> • Understanding of the machinery of government, political process and the role and place of public sector agencies • In depth understanding of organisational dynamics and development and how to approach and achieve organisational change <p>Skills:</p> <ul style="list-style-type: none"> • Well-developed strategic thinking and analytical ability • Able to exercise excellent judgement – can quickly get to the nub of the issue • Strong ability to plan, prioritise and reprioritise own work and understand connections across team and organisation • Ability to manage ambiguity and confidently use initiative when dealing with a broad range of complex, evolving information. • Strong stakeholder engagement skills with the ability to establish and maintain a wide range of effective relationships and

Your success profile for this role	What you will bring specifically
	<p>influence positive results</p> <ul style="list-style-type: none">• Ability to use initiative with self-awareness of when to seek input from others and escalate matters.• Strong communication skills (written and oral) with the ability to communicate with credibility and convey information to a range of audiences. <p>Other requirements:</p> <ul style="list-style-type: none">• Tertiary qualification in relevant discipline such as public policy, politics or business studies (or equivalent experience).• Able to obtain and maintain an appropriate security clearance if required