# Senior Advisor Governance

# Governance, Risk and Assurance, Organisational Strategy and Performance Branch

As a member of the Governance, Risk & Assurance (GR&A) Team the Senior Advisor Governance contributes to the core roles of the Organisational Strategy and Performance (OSP) branch. The governance team provides stewardship and support of the governance system for the Department.  They provide advice, assurance and support to the Manager, Governance, Risk & Assurance (GRA), CE, ELT, Board and Sub- Committee Chairs, and senior leaders across the Department.  The senior advisor provides a variety of advisory and secretariat functions and contributes to the continuous improvement and project initiatives within the team.

* Reporting to: Manager Governance

Location: 45 Pipitea Street, Wellington

* Salary range: Delivery 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

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| This is an icon for our three principles, 'We make it easy, we make it work,' 'We're stronger together,' and 'We take pride in what we do.' | We make it easy, we make it work * Customer centred
* Make things even better
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| 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
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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 relationships 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 |
| --- | --- |
| **Governance Practice Management*** Ensure the CE, ELT and the External Advisory Committee are provided with appropriate secretariat and advisory services.
* Provide analysis and quality assurance to ensure papers meet the requirements established by ELT and inform the Manager GR&A on any issues arising.
* Contribute to processes for monitoring the health of the governance system.
* Contribute to the development, implementation and evaluation of governance frameworks, standards and processes
* Lead and/or contribute to any governance related projects.
 | * Incremental governance system improvements
* Working collaboratively as a team with GR&A and across team
* Enhanced reputation of the Governance team
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| **Relationship Management*** Build and maintain effective relationships with managers and staff across the branch, and ELT members and other relevant internal and external stakeholders
* Liaise with and inform other teams within the S&P Branch, in particular Strategy and Planning and EPMO teams who have a role in lifting the maturity of programme and project delivery governance, on relevant matters, ensuring a comprehensive Branch overview of whole of Department governance systems
* Liaise with cross Department stakeholders including the Business Support and Business Development and Support (BDS) Managers
* Act as a liaison with key internal and external stakeholders, aimed at enhancing the integrity and credibility of the governance function and ensuring alignment with good practice across the public and private sectors
 | * Enhanced reputation of the Governance team
* Timely and accurate provision of secretariat services including all documentation prepared and presented on time
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| **Programme Management** • Provide motivation, guidance and coaching to the Governance Advisor to reinforce high standards with regards to work quality and adherence to DIA values  • Contribute to continuous improvement processes, project initiatives and risk management  • Work collaboratively and share information with others in the branch, so that others in the Department receive a seamless and comprehensive experience of its services    • Model positive behaviours and the desired culture of the Department in the delivery of the governance work programme | •  A trusted Senior Advisor supporting the Manager Governance in the execution of work programme activities.    |
| **Health and safety (for self)*** 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
 | * A safe and healthy workplace for all people using our sites as a place of work.
* Health and safety guidelines are followed
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|  | Advise | Collaborate with | Influence | Inform | Manage/lead | Deliver to |
| --- | --- | --- | --- | --- | --- | --- |
| Who you will work with to get the job done |
| Internal | Manager Governance |  |  |  |  |  |  |
| Manager Governance Risk and Assurance |  |  |  |  |  |  |
| Governance Risk and Assurance team |  |  |  |  |  |  |
| Strategy and Governance staff |  |  |  |  |  |  |
| Branch Development and Support Managers, DCE’s, Chief Executive |  |  |  |  |  |  |
| External | External Advisory Committee members |  |  |  |  |  |  |
| Key stakeholder and interest groups, eg interagency governance network |  |  |  |  |  |  |

| Your delegations  |
| --- |
| Human Resources and financial delegations |  Level Z |
| Direct reports |  Nil |

| Your success profile for this role | What you will bring specifically |
| --- | --- |
| 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](http://www.dia.govt.nz/diawebsite.nsf/Files/DIA_Profile_Specialist_v7/%24file/DIA_Profile_Specialist_v7.pdf).**Keys to Success:*** Problem solving
* Critical thinking
* Interpersonal savvy
* Navigating complexity
* Communicating with influence
* Technical and specialist learning
 | **Experience:** * Proven experience in providing efficient and effective administration services preferably to a senior executive team, an advisory or statutory body
* Demonstrated experience in systems thinking and working at a whole of Department level
* Prior experience building and maintaining strong and effective working relationships
* Demonstrated experience in working collaboratively
* Demonstrated experience in exercising sound judgement and tact
* Demonstrated experience in programme delivery including process/system improvement

**Knowledge:*** Knowledge of Organisation governance structures and processes desirable
* Sound understanding of NZ Government and Parliamentary processes, conventions and functions

**Skills:*** Excellent planning and priority setting skills
* Well-developed communication skills, both written and verbal
* Ability to make sound judgements and identify and manage risks effectively
* Strong organisational skills

Proficient minute-taking at a senior executive team level* Demonstrated well developed self- management skills
* Able to prioritise competing deliverables
* Building strong relationships across various stakeholders

**Other requirements:*** Relevant tertiary qualification or equivalent experience is required
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