# Senior Advisor, Resilience and Recovery

**Safety, Security and Risk Team/Information and Safety Group, Organisational Capability and Services Branch**

The purpose of this position is to provide technical advice on business continuity to Department staff and to support the delivery of the Business Continuity Management (BCM) work programme. This role supports the Principal Advisor, Resilience & Recovery to increase organisation resilience and provide the ELT with assurance in our business continuity framework and management of business risk.

* Reporting to: Manager Safety, Security and Risk

Location: 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
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| 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 |
| --- | --- |
| **BCM Frameworks** **and Systems*** Maintain business continuity tools, templates and guidelines to ensure they are “fit for purpose”
* Develop measures to gauge the effectiveness of BCM practice and supporting tools, and identify any key issues or implications for the way these are used and delivered to stakeholders
* Maintain business continuity information on the Department’s intranet page
* Work collaboratively with key internal stakeholders to embed BCM and ensure effective linkages with other related programmes and disciplines
 | * Robust business continuity practices are in place and working in DIA – their effectiveness can be measured and they supported by appropriate practice, process and resources
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| **Business Continuity Advice and Support*** Work collaboratively with Branch/Group representatives to effectively plan for and respond to disruptions
* Provide support to Branch/Groups to progress their business continuity planning for priority functions
* Provide advice and support on Department-wide business continuity response activity
* Provide consistent, high-quality advice to staff on BCM best practice, the Department’s BCM framework, work programme and associated activities
* Analyse BCM information in order to form an enterprise-wide and coherent view of the effectiveness of BCM risk management activities and communicate this effectively to governance bodies and business groups
* Coordinate and provide key input into management and governance reporting
* Work collaboratively with key internal stakeholders to ensure effective alignment with education programmes of other related programmes and disciplinesCoordinate and assist the flow of information between the central specialist functions (such as ICT DR) and business groups
 | * Strong, collaborative and productive relationships developed across the Department
* Areas of risk appropriately identified, mitigated and escalated where necessary
* Data analysis providing an enterprise-wide and coherent view of the effectiveness of BCM risk management activities
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| **Delivery of Business Continuity Work Programme*** Develop a BC education programme that addresses the differing levels of awareness and training required for staff, managers and those with responsibilities in a response
* Lead assigned BCM work programme projects and activities
* Track the progress of BCM work programme projects and activities
* Maintain standard operating procedures for business continuity responses
* Assist in the development and delivery of response training and exercising for business continuity response teams
* Identify and develop options for business continuity response outside of Wellington
 | * The Department showing steady progression in its BCM maturity and capability
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| **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 Safety, Security and Risk |  |  |  | ✓ |  |  |
| Principal Advisor, Resilience and Recovery | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| Staff in the S,S&R team | ✓ | ✓ | ✓ | ✓ |  |  |
| Branch champions | ✓ | ✓ | ✓ | ✓ |  |  |
| Key staff in Technology, Systems & Solutions, Commercial Strategy & Delivery and Legal teams | ✓ | ✓ | ✓ | ✓ |  |  |
| Key stakeholder and interest groups, e.g. BC and IM, professional bodies and networks |  | ✓ | ✓ | ✓ |  |  |
| External | Key stakeholder and interest groups, e.g. BC and IM, professional bodies and networks |  | ✓ | ✓ | ✓ |  |  |
| 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](https://dms.dia.govt.nz/DMS/Active/bsr.nsf/0/A9C779153BFB7200CC257D09006F172A/%24file/4063613DA%20-%20DIA_Profile_Specialist_v7.pdf).**Keys to Success:*** Problem solving
* Critical thinking
* Interpersonal savvy
* Navigating complexity
* Communicating with influence
* Technical and specialist learning
 | **Experience:** * Experience in identifying and managing business continuity risk and its impact on BCM frameworks and policies
* Experience in actively initiating and participating in a programme of work to uplift business continuity capability
* Proactively maintaining highly effective internal and external relationships in a sensitive and professional manner to facilitate required outcomes
* Experience in sharing knowledge and information, making it readily available in a way that is coordinated, accurate and containing all the information to meet internal (or external) stakeholder needs

**Knowledge:*** Excellent knowledge of BCM frameworks and techniques
* Good working knowledge of Coordinated Incident Management System (CIMS)
* Demonstrated knowledge and understanding of strategic and operational business processes in a large and complex public sector organisation
* Good working knowledge of government structures and processes

**Skills:*** Well-developed ability to critically analyse complex information and make effective decisions
* Proactive and effective management of internal and external relationships, using effective influencing and questioning techniques
* Effective communication with senior managers in a manner that builds credibility
* Ability to thrive in uncertainty and adapt to change
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