

Job description

Haere mai

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

Investment Consultant

Agency Partnerships & Capability, Digital Public Service Branch

The Investment Consultant works with and through agencies by providing ICT investment advice, assistance and support to implement the strategy for a digital public service. Operating as a part of small semi-autonomous teams, consultants act as 'change agents' for agencies, driving change and capability improvement in key areas. The Investment Consultant work with other specialist consultants and the Manager Agency Standards and Integration to ensure current business and technology landscapes are well understood and inform ICT initiatives.

- **Reporting to:** Practice Lead
- **Location:** Wellington
- **Salary range:** IT Band 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. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.



Te Tari Taiwhenua
Internal Affairs

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
<p>Delivery of the ICT investment consulting services</p> <ul style="list-style-type: none"> • Understand how investment supports the achievement of government digital outcomes and spot opportunities to strengthen the system and the outcomes. • Work alongside colleagues in System Strategy & Initiatives and across APC to drive the implementation of the digital government strategy with and through agencies. • Support the development of specialist investment capability within agencies; working with other specialist consultants to provide comprehensive, joined up and aligned service and advice to agencies. • Develop and maintain a comprehensive understanding of a portfolio of agencies including their: <ul style="list-style-type: none"> ◦ Current state of ICT systems and associated risks ◦ Investment and transformation intentions and plans • Develop and/or review business cases and investment plans ensuring costs, risks and benefits are clearly articulated. • Advise and influence business case development to achieve and maximise alignment with the digital government strategy, working closely with colleagues in System Strategy & Initiatives to ensure a cross-system view has been represented. • Support agencies’ application of and compliance with government ICT investment principles and their overall development pathways. • Work with stakeholders to help improve their understanding and execution of investment accountabilities and responsibilities in line with published frameworks and guidelines. • Assess, advise and make recommendations to agencies regarding ICT Asset Management plans, ICT Investment Plans and Business Cases that support achievement of system-wide benefits. • Take responsibility for the delivery/maintenance and improvement of guidelines, information and tools, working closely with colleagues in SSI to ensure a cross-system view has been represented. • Maintain a strong knowledge base and expertise within the area of ICT investment – understand and engage with the latest thinking and maintain up to date knowledge of frameworks, legislation and State services policy • Contribute to system initiatives that will improve the independence, quality and consistency of investment information for decision makers. 	<ul style="list-style-type: none"> • Practical, consistent and collaborative trusted advice provided to agencies in the best interest of wider government system • Key stakeholders report highly constructive and collaborative working relationships. • Better information available to key decision makers • Opportunities for collaboration are identified, prioritised, implemented. • The team are communicating openly and work proactively and collaboratively to find solutions • GCDO, ministers, central agencies and other key stakeholders have confidence that the investment system and advice managed by the Branch is effective.

What you will do to contribute	As a result we will see
<p>Lifting Agency Maturity and Capability</p> <ul style="list-style-type: none"> Identify opportunities and solve problems with agencies and enhance practices, processes and systems together. Facilitate a lift in the maturity of ICT investment capabilities across the system by providing guidance and support through a variety of channels e.g. workshops, forum. Provide advice and assurance on public sector performance in terms of ICT investment practice. 	<ul style="list-style-type: none"> Improvement in agency investment decisions, approach and business case development capability; opportunities are actively identified, assessed, developed and implemented Agencies can produce business cases that are aligned with the digital strategy.
<p>Investment Framework and Toolkit</p> <ul style="list-style-type: none"> Work closely with the Agency Standards & Integration team to coordinate, develop and maintain frameworks, toolkits, standards and assessment materials. Participate in workshops and discussions, providing advice and input about specialist topic area to ensure that the tools standards, guidelines and frameworks developed are integrated from a customer perspective. 	<ul style="list-style-type: none"> Tools, guidance, standards and frameworks created are aligned with and support effective delivery of the public sector digital strategy; are reliable, well-evidenced, usable and accessible. Customer needs are understood and are the focus
<p>Team Collaboration and Ways of Working</p> <ul style="list-style-type: none"> Lead or participate in planning discussions, support decision-making processes, provide regular updates to team members about progress of work and share information and intel that would be useful to the team. Lead, coordinate or contribute to cross-functional/Branch initiatives and projects as they arise in response to emerging issues. Proactively support a semi-autonomous team culture; work to establish a common direction and shared understanding of goals and team values. Take a professional and consultative approach to interactions with agencies and other stakeholders. Collaboratively and constructively engage with internal stakeholders and agencies to achieve excellent outcomes for customers. Drive and enable information sharing and collaboration between business groups and across the wider department. 	<ul style="list-style-type: none"> Adaptive and productive work environment and conditions that allow the team to be successful Methods of collaboration and ways of working that enable new insights, creative solutions and ensure successful delivery of the work Shared accountability for the success of the function and team
<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 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	Specialist Consultants across APC	✓	✓	✓	✓		
	Practice Lead	✓		✓	✓		✓
	Manager Agency Partnerships	✓		✓	✓		✓
	Manager Agency Standards and Integration	✓	✓		✓		
	GM Agency Partnerships & Capability	✓			✓		✓
	Strategic Advisors (particularly Investment and Assurance specialists)		✓		✓		
	Colleagues and Managers across the Branch		✓		✓		
External	Managers and staff in Government agencies	✓	✓	✓	✓		✓
	Subject matter experts		✓	✓	✓		
	Agency CIO's	✓			✓		✓

Your delegations	
Human Resources and financial delegations	Level Z
Direct reports	Nil (however will manage project/virtual team related resource as and when required)

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"> • Extensive experience in development, implementation and review of ICT strategies, with a proven understanding of investment management and action planning • Experience in managing a portfolio of stakeholders across complex and diverse sector, and using intel gathered to inform strategy development • Proven experience developing and implementing fit for purpose investment and action planning frameworks, tools, standards and metrics • Extensive experience advising senior stakeholders, including chief executives, senior leadership teams and boards • Proven experience working with internal and external 'clients', partners and stakeholders, with the ability to foster good working relationships through consultation and partnership • Demonstrated ability to influence without authority and ensure the needs and demands

Your success profile for this role	What you will bring specifically
	<p>of customers are balanced against an outcome sought by Government</p> <p>Knowledge:</p> <ul style="list-style-type: none">• Comprehensive understanding of investment processes and how these are refined down to implementing business change• Comprehensive understanding of business planning, governance and investment processes• In-depth knowledge of current and future ICT trends and an understanding of how these can be applied to transform system outcomes <p>Skills:</p> <ul style="list-style-type: none">• Proven ability to provide business-orientated and pragmatic investment advice to senior business leaders in diverse organisations.• Adept and experienced in managing difficult and highly variable stakeholder relationships and expectations.• Exceptional ability to communicate digital and ICT investment risks in verbal and written styles suited to senior decision makers in government.• Strong analytical/critical thinking skills, able to apply a senior AoG level.• Ability to work confidently and comfortably in small semi-autonomous teams of specialists that have a strong focus on clients and their needs. <p>Other requirements:</p> <ul style="list-style-type: none">• A relevant tertiary qualification or considerable professional experience and standing.• The ability to obtain and maintain a confidential security clearance.