



# Job description

Haere mai

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

## Strategic Advisor (Level 1)

### System Strategy & Initiatives (SSI), Digital Public Service Branch

Strategic Advisors (Level 1) work as part of a multi-disciplinary team to deliver the work programme together, developing strong central positions and advice on complex and emerging topics, and implementing the Strategy for a Digital Public Service by driving system level change. They collaborate to understand new and complex situations, define problems, develop solutions and deliver interventions and outcomes outside the usual boundaries. They have a variety of professional backgrounds and will bring their specialist expertise to help drive, support and deliver the work.

- **Reporting to:** Capability Manager (but work to the Programme Delivery Manager)
- **Location:** Wellington
- **Salary range:** IT Band K

### 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.

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.



**Te Tari Taiwhenua**  
**Internal Affairs**

What you will do to contribute	As a result we will see
<p><b>Strategic Leadership and Advice</b></p> <ul style="list-style-type: none"> <li>• Develop high-level, well-informed strategic insight, judgement and advice to support the planning, decision-making and delivery of aspects of the Strategy for a Digital Public Service and other work programme deliverables.</li> <li>• Work with the Programme Delivery Manager (and others as needed) to translate and scope Ministerial priorities and strategic drivers into the work programme.</li> <li>• Explore new topics and issues through effective data gathering, innovation, experimentation, evaluation and dissemination.</li> <li>• Identify new and emerging technologies, products, services, methods and techniques, then assess their relevance and potential impacts, including threats and opportunities.</li> <li>• Use insights to shape future thinking, identify opportunities, formulate and drive the digital agenda and interpret the implications for government and society, including new options for service delivery and across the regulatory, legislative, policy, investment, workforce and human capability domains.</li> <li>• Work with internal and external subject matter experts to develop an informed central position and guidance on key topics.</li> <li>• Ensure that strategic advice and recommended approaches have had appropriate input from key stakeholders.</li> <li>• Provide high level, high quality, evaluative thinking and evidence informed strategic analysis to support decision making and planning.</li> <li>• Operate effectively where there may be a high degree of political sensitivity and disparity of views amongst stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholders are well informed and kept updated on emerging trends</li> <li>• A system-wide view of Government Digital, Data and ICT, including where significant risks and opportunities lie</li> <li>• More collaboration and joined-up delivery across the Group and Branch</li> <li>• Early identification of system risks and interventions</li> <li>• Increased value proposition of the GCDO as a trusted business partner delivering on system transformational priorities</li> </ul>
<p><b>Leading initiatives &amp; projects</b></p> <ul style="list-style-type: none"> <li>• Lead, coordinate or contribute to cross-functional initiatives and projects as they arise in response to emerging issues, large system replacements and so on.</li> <li>• Work with and provide advice to the Programme Delivery Manager to define, develop and scope initiatives and projects, including the best way to deliver these e.g. set up, capacity and capability needed to deliver the work etc.</li> <li>• Lead virtual teams in the delivery of the work; providing clarity about direction and goals, day to day guidance and acting as coach and mentor as required.</li> <li>• Work with the Manager Capability to support the recruitment, performance and development of people needed to deliver on initiatives, as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Direction of work is clear; decisions as to quality, objectives and completeness are clear, accepted and understood by all parties</li> <li>• Work is delivered according to scope, time and expected quality standard</li> </ul>

What you will do to contribute	As a result we will see
<p><b>System strategy development and implementation</b></p> <ul style="list-style-type: none"> <li>• Drive strategy implementation across the system, working closely with and through other Groups across the Branch.</li> <li>• Identify and leverage expertise across the branch to build and enhance cross government strategy delivery.</li> <li>• Use specialist technical advice and agency input to determine those issues which need to be ‘directed’ by the GCDO as necessary to achieve system and cross-agency collaboration goals</li> <li>• Incorporate a sound understanding of how to best use influence and get things done in a government context</li> <li>• Work closely with government Functional Leads of Treasury, MBIE and SSC to provide joined up advice.</li> <li>• Establish, build and maintain effective working relationships with lead agencies and sectors.</li> <li>• Work with senior Functional Lead stakeholders to understand their business challenges and to influence the development of a solution that fits their needs and meetings strategic outcomes for them and the GCDO.</li> <li>• Represent the Branch and the Department at relevant forums, summits and events.</li> <li>• Work collaboratively with Managers across Functional Leads to determine priorities and develop integrated solutions that are best for the client and avoid duplication of effort and expense.</li> <li>• Proactively engage and communicate with roles and functions within the Branch and wider Department to deliver on AoG outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>• More collaboration and joined up system-wide agency intervention with central agencies and functional leads</li> <li>• Agreement with Functional Lead partners on the challenges government faces in relation to Digital transformation, and trusted collaborative working relationships to address them</li> <li>• Greater influence and collaboration leading to improved checks and balances between Functional Lead agencies to direct future crown investment</li> </ul>
<p><b>Secretariat Support</b></p> <ul style="list-style-type: none"> <li>• Support and facilitate the relevant governance bodies to lead and govern according to foundational agreements</li> <li>• Lead and provide high quality industry insight, advice and briefings to government stakeholders upon technology and digital services</li> <li>• Support communication and facilitate collaboration and learning across the digital transformation governance landscape</li> <li>• Facilitate decision making by key elements of the digital transformation governance landscape e.g. Chief Technology Officer, the Ministerial Advisory Groups, Digital Government Partnership</li> <li>• Work with the secretariats of the working sub-groups of the Partnership to ensure coherence</li> <li>• Act as catalyst, process provider and facilitator, building capacity and capability for collaboration</li> <li>• Act as mediator across the digital transformation landscape, NGOs and other stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Governance bodies are well supported; timely and accurate provision of secretariat services</li> <li>• Strong and efficient working relationships with stakeholders, ensuring strategies and priorities are well understood, integrated, and supported</li> <li>• Well supported and facilitated decision making</li> <li>• Utilisation of Branch capability for specialist knowledge to inform stakeholders</li> <li>• Proactive collaboration and information sharing with managers and colleagues across the Branch, and Department where required</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Sector Leadership and Workforce Capability</b></p> <ul style="list-style-type: none"> <li>Establish and maintain systems to develop intelligence, insight and understanding of AoG organisational development and workforce capability requirements</li> <li>Develop and deliver a capability build work programme across AoG to build ICT/digital workforce capability.</li> <li>Provide strategic advice and thought leadership on AoG wide organisational and capability development matters e.g. workforce strategy, leadership development etc.</li> </ul>	<ul style="list-style-type: none"> <li>A robust and supported leadership capability strategy and work programme, including future work options, initiatives and plans</li> <li>AoG stakeholders' value and see linkages between effective ICT/Digital Leadership strategy and the ability of the system to meet its strategic objectives</li> <li>AoG understand the systems capability development needs and is able to deliver targeted solutions</li> </ul>
<p><b>Leadership and Building Capability across the team</b></p> <ul style="list-style-type: none"> <li>Support the vision and strategy for the Branch and wider GCDO; help others to understand and apply this to their work.</li> <li>Work effectively within and across the Group, and help foster the multi-disciplinary team culture</li> <li>Contribute to the identification of future capacity and capability requirements (at individual, team and work-specific level) and provide input on any activity and interventions aimed at building capability</li> <li>Establish, lead and work in virtual teams with the Agency Partnerships &amp; Capability Consultants (and others where needed) in the delivery of support and advice</li> <li>Share knowledge and intel, coach, develop and mentor colleagues and contribute to the wellbeing of the team</li> </ul>	<ul style="list-style-type: none"> <li>Shared accountability for the success of the team and function</li> <li>A sense of unity and a culture of continuous improvement mindset in the team</li> <li>Improvement and innovation in delivery capability across the team</li> <li>Successful formation of virtual teams, utilising the capability from across the Group and Branch</li> </ul>
<p><b>Assurance</b></p> <ul style="list-style-type: none"> <li>Work with key stakeholders to gain oversight and confidence on the levels of assurance applied to ICT investment and providing support to strengthen this where necessary.</li> <li>Identify initiatives that will improve the system of assurance for ICT investment.</li> <li>Drive system initiatives that will improve the independence, quality and consistency and risk and assurance information for decision makers.</li> <li>Engage and influence relevant stakeholders in the system to contribute to the improvement of the assurance system.</li> <li>Provide advice on system risk issues and trends: identify any intervention, communicate proposals for change, and lead those interventions as may be required</li> <li>Provide leadership and advice on the delivery of system wide initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>Improved assurance thinking across government</li> <li>Trusted relationships with stakeholders</li> <li>System-wide initiatives being proposed to the GCDO and Ministers for consideration</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Investment</b></p> <ul style="list-style-type: none"> <li>• Provide investment advice to Treasury and ministers on ICT and digital service delivery investment and priorities.</li> <li>• Provide ongoing central stakeholder and relationship engagement including attendance at central agency meetings hosted by Treasury and SSC on each agency profile</li> <li>• Work with Treasury to develop strategic plans for future ICT investment across government, including: <ul style="list-style-type: none"> <li>◦ analysing the gap between the current state and what would be required to support government’s policy and service priorities over the longer term</li> <li>◦ developing a top-down integrated strategic plan, including prioritisation and sequencing, to close the gap as the basis for future government ICT spending.</li> </ul> </li> <li>• Provide a high level of financial management capability and evaluation of agency investment decisions over different investment horizons.</li> <li>• Capitalise on system improvement opportunities e.g. engagement with Treasury as Investment Officials alongside other function leads, RPA process upgrade, PIF assessments, participation in BBC reference working group, agile assurance testing.</li> </ul>	<ul style="list-style-type: none"> <li>• Increased value proposition of the GCDO as a trusted business partner</li> <li>• Consistent and collaborative trusted advice in the best interest of wider government system</li> <li>• Development of the strategic plan for future ICT investment</li> </ul>
<p><b>Te Ao Māori</b></p> <ul style="list-style-type: none"> <li>• Build and manage effective ongoing relationships using a mutually beneficial, collaborative approach with Māori to better position Branch to engage specific issues, policy and legislative implications as they arise e.g. digital rights, inclusion, emerging technologies, service innovation and identity.</li> <li>• Support iwi to connect with and understand the work of the GCDO. Provide meaningful dialogue and opportunities for Māori to provide input and influence, along with discussing and progressing other issues of interest and concern to Māori.</li> <li>• Work across the Branch to build and enhance internal cultural capability and understanding of tikanga Māori to support more effective and timely engagement with Māori and position Branch staff working with agencies to help them deliver services that are more responsive, accessible and effective for Māori and whānau.</li> <li>• Work alongside other departmental Te Ao Māori-related roles to provide advice and cultural support across the Branch on all aspects of work including access to taonga, cultural events, projects and protocols.</li> <li>• Collaborate with and support the work of other Māori related roles to encourage and motivate staff to build their understanding of Te Reo and tikanga Māori and be able to apply it appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong relationships are fostered based on tikanga Māori</li> <li>• Māori kawa is observed during visits and significant events</li> <li>• Opportunities for development are identified and key initiatives are implemented</li> <li>• People leaders and business groups across the Branch are well aware of their own responsibilities internally to Māori staff and externally to Māori stakeholders</li> <li>• Staff are supported to build their understanding of Te Reo and tikanga Māori and apply it appropriately</li> </ul>

What you will do to contribute	As a result we will see
<b>Health and safety (for self)</b> <ul style="list-style-type: none"> <li>Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>Report all incidents and hazards promptly</li> <li>Know what to do in the event of an emergency</li> <li>Cooperate in implementing return to work plans</li> </ul>	<ul style="list-style-type: none"> <li>A safe and healthy workplace for all people using our sites as a place of work.</li> <li>Health and safety guidelines are followed</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	General Manager System Strategy & Initiatives	✓		✓	✓		✓
	Programme Delivery Manager/Capability Manager	✓		✓	✓		✓
	Deputy Chief Executive	✓		✓	✓		✓
	Government Chief Digital Officer	✓		✓	✓		✓
	System Strategy & Initiatives colleagues	✓	✓	✓	✓		
	Agency Partnerships & Capability Consultants	✓	✓	✓	✓		
	Other Branch managers and staff		✓		✓		
External	Central agency key stakeholders	✓	✓	✓	✓		✓
	Ministers and ministerial office staff	✓		✓	✓		✓
	Functional lead agencies	✓	✓	✓	✓		✓
	Chief Govt. Account and direct reports	✓	✓	✓	✓		✓

Your delegations	
Human Resources and financial delegations	Level Z
Direct reports	None. Will need to manage contract/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 <a href="#">Specialist</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>Problem solving</li> <li>Critical thinking</li> <li>Interpersonal savvy</li> <li>Navigating complexity</li> <li>Communicating with influence</li> <li>Technical and specialist learning</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Extensive experience in providing high level strategic advice and influencing system wide change</li> <li>Extensive experience in engaging with and managing relationships with senior stakeholders, including ministers</li> <li>Extensive experience in senior business or ICT role within a large and complex environment, preferably with a focus on applying technology to effect transformative change</li> <li>Has held significant leadership roles in a large complex organisation in Digital, Data or ICT functions or related financial and investment management</li> </ul>

## Your success profile for this role

## What you will bring specifically

- Extensive experience in the financial management of significant Digital, Data and ICDT budgets (\$10+ million annually) including experience in preparing and conducting commercial negotiations, preparing detailed business cases, financial modelling and benefits realisation
- Experience in professional roles in own discipline
- Experience in leading (virtual or project) teams; mentoring and coaching others.

### **Knowledge:**

- In depth understanding and knowledge of the machinery of government processes, system and governance
- In depth knowledge in a wide range of Digital, Data and ICT solutions (with a focus on emerging technology)
- Extensive repertoire and understanding of standards, tools, methods, and applications relevant to own discipline and knows when and how to use them
- A sound understanding of government directions and priorities, including linkages across domains and programmes of work

### **Skills:**

- Highly influential and credible
- Strong commercial acumen
- Exceptional collaboration skills, able to influence and use own strengths in working with others to achieve joint outcomes
- Exceptional written, facilitation and oral communication skills, able to write concisely and persuasively, able to develop White Papers for the ICT industry
- Highly developed strategic, lateral, conceptual, analytical, system and problem-solving thinking skills
- Excellent relationship building/management
- The ability to drive and implement change programmes;
- Thought leader and authority in own discipline

### **Other requirements:**

- Tertiary level qualification in a relevant discipline or equivalent experience
- Personal attributes that include listening to others, respecting others' viewpoints and the disposition to share accountability for all outcomes