



Job description

Haere mai

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

Director Strategy and Performance

Regulatory Services, Policy, Regulation and Communities

The Department's Regulatory Services Group aims to minimise harm and maximise benefit to the New Zealand community through the effective regulation of a number of important regulatory regimes, including anti money laundering and countering financing terrorism, gambling, anti-spam and censorship. Regulatory Service's strategy centres on being a responsive, risk-based regulatory, with a strong focus on innovative practice and collaboration with key stakeholders to increase its impact, and the achievement of desired outcomes.

The Director, Strategy and Performance is responsible for supporting the General Manager Regulatory Services and the Regulatory Services' leadership team to drive the organisation's strategic direction and priorities and meet its accountability obligations. The Director Strategy and Performance's aim is to ensure that the various parts of Regulatory Services are strategically aligned and working collectively towards achieving desired outcomes and departmental priorities. The Director Strategy and Performance is responsible for developing a Regulatory Services operating approach which binds the Group together as one and defines "how we do things" to be the most effective and efficient.

The Director Strategy and Performance also contributes to the effective leadership and governance of the Regulatory Services Group and the broader Department as a member of Regulatory Services leadership team.

- **Reporting to:** General Manager Regulatory Services
- **Location:** Wellington
- **Salary range:** Regulatory 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.



Te Tari Taiwhenua
Internal Affairs

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.

What you will do to contribute	As a result we will see
<p>Strategic Leadership</p> <ul style="list-style-type: none"> • Drive work on and champion Regulatory Services’ strategic direction and key priorities, ensuring alignment with Departmental priorities and desired outcomes • Provide strategic and intellectual leadership of the strategy and accountability function to support the General Manager, Regulatory Services • Lead and champion the Regulatory Services programme of change and other key organisational initiatives. • Contribute to the effective leadership and governance of the Regulatory Services Group and the broader Department • Provide advice to the General Manager and Regulatory Services Leadership team on challenges, opportunities and risks • Support the leadership role of the General Manager within the Department and the broader regulatory community 	<ul style="list-style-type: none"> • The strategic direction and work programme/priorities of the Regulatory Services Group are clearly aligned to Departmental Priorities and outcomes • The Regulatory Services Group is agile, innovative and responsive to changes in priorities and delivers quality advice and service • Regulatory Services’ staff report that leaders work together as a cohesive and constructive team • The effective development and execution of Group strategies and priorities • Regulatory Services works as one Group

What you will do to contribute	As a result we will see
<p>Operational Leadership</p> <ul style="list-style-type: none"> • Lead a Directorate of managers and staff to deliver high quality analysis, advice and services to Regulatory Services • Lead the Directorate to develop and deliver strategically relevant, well informed and targeted Group strategies, policies, processes and systems that ensure that the Regulatory Services Group is applying best practice, is aligned and working collectively. • Lead and coordinate the delivery of Regulatory Services accountability requirements including budget preparation and monitoring; business planning and reporting; risk management and responses to Parliamentary, Ministerial, Official Information Act and Privacy Act requests. • Lead the development and implementation of the Regulatory Services stewardship strategy and framework • Lead development of capability strategies to ensure that Regulatory Services has the skills needed to be a successful responsive, risk based regulator in a digital world • Ensure that Regulatory Services has a forward looking IT strategy and investment plan in place and that key Group IT initiatives are effectively delivered • Champion the use of data and analysis to inform decision making • Ensure that delivery considerations inform policy and legislative development • Ensure the establishment of appropriate standards and frameworks to drive Group engagement, high quality data management and analysis and facilitate effective business change • Ensure the Directorate achieves good practice relative to Departmental policies and processes including: <ul style="list-style-type: none"> ○ Planning and reporting ○ Financial management and investment ○ Risk management and assurance ○ Integrity and security, including for all IT systems run or operated by the Directorate 	<ul style="list-style-type: none"> • A Directorate that is well-run, delivering as promised • Efficient, effective and responsive services • Strategies, policies, processes, tools and systems that reflect best practice and facilitate consistent and efficient delivery of outcomes. • Regulatory Services accountability requirements and obligations are met • Delivery that supports appropriate outcomes in accordance with planning, reporting, risk management and governance requirements • Successful delivery of change, engagement and organisational • development initiatives

What you will do to contribute	As a result we will see
<p>People Leadership & Management</p> <ul style="list-style-type: none"> • Set and articulate a clear direction and expectations • Lead, inspire and motivate and enable managers and staff to deliver quality results • Ensure good practice relative to Departmental policies and processes including: <ul style="list-style-type: none"> ○ Recruitment ○ Performance Management ○ People and capability development ○ Engagement 	<ul style="list-style-type: none"> • Behaviour as a people leader in line with the DIA Capability Framework • Managers and staff understand how their work contributes to organisational direction • Priorities and performance expectations are clear • Leadership and management of the team meets DIA expectations – performance and development is appropriately planned and managed; Engagement action plans are developed • Engagement surveys show positive results • Staff and managers are active in building their capability
<p>Stakeholder & Relationship Management</p> <ul style="list-style-type: none"> • Develop strong, resilient and collaborative relationships across Regulatory Services, Policy, Regulation and Communities and the Department • Develop strong relationships with key external stakeholders to support the achievement of Regulatory Services objectives including ensuring that the development of policy and legislation is well informed by Regulatory Services’ input. • Contribute to ensuring that the Regulatory Services Group has sound systems and processes for engaging with key stakeholders to inform its strategy and work programme • Contribute to ensuring that Regulatory Services’ is recognised by stakeholders as an effective regulatory steward 	<ul style="list-style-type: none"> • Active engagement of colleagues, stakeholders and government to support the achievement of Regulatory services objectives • Regulatory policy and legislation reflects Regulatory Services’ input and experience. • Regulatory Services recognised by stakeholders as an effective regulatory steward
<p>Health and safety (for self and team)</p> <ul style="list-style-type: none"> • Take responsibility for keeping self and team free from harm • Ensure staff are informed of Health and Safety requirements in the workplace and are equipped to carry out their work safely 	<ul style="list-style-type: none"> • All steps are taken to ensure the safety and wellbeing of directorate staff • All requirements of DIA’s Health and Safety policy and procedures are met.

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	General Manager Regulatory Services	✓	✓	✓	✓		✓
	Regulatory Services Leadership Team (RSLT)	✓	✓	✓	✓		✓
	DCE PRC	✓	✓	✓	✓		✓
	Managers and staff within the Directorate	✓	✓	✓	✓	✓	
	Other Regulatory Services staff	✓	✓	✓	✓		✓
	Relevant DIA staff, including Policy, Legal, Shared Services, SST	✓	✓	✓	✓		✓
External	Minister(s) and Ministers' Offices	✓		✓	✓		✓
	Government agencies with policy responsibility for our regulatory regimes	✓	✓	✓	✓		✓
	Other Government Agencies	✓	✓	✓	✓		

Your delegations

Human Resources and financial delegations	Level D
Direct reports	5
Staff reporting to direct reports	19

Your success profile for this role

<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>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 People Leader.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Setting expectations • Encouraging innovation • Building effective teams • Identifying talent and developing others • Motivating others to achieve results • Developing business acumen 	<p>What you will bring specifically</p> <p>Experience:</p> <ul style="list-style-type: none"> • Proven success in providing strategic and operational leadership and delivering organisational outcomes • Proven success in developing, leading and motivating high performing managers, people and teams that achieve results • Proven experience as a collaborative leader and operator within a complex, networked environment or system to achieve results • Proven experience in the policy development process • Proven experience in providing advice to, and supporting, senior leaders and Ministers • Proven experience in driving culture and organisational change • Proven experience in the development of pragmatic approaches and solutions • Proven experience in building collaboration to achieve shared goals
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Your success profile for this role	What you will bring specifically
	<p>Experience:</p> <ul style="list-style-type: none">• Proven success in providing strategic and operational leadership and delivering organisational outcomes• Proven success in developing, leading and motivating high performing managers, people and teams that achieve results• Proven experience as a collaborative leader and operator within a complex, networked environment or system to achieve results• Proven experience in the policy development process• Proven experience in providing advice to, and supporting, senior leaders and Ministers• Proven experience in driving culture and organisational change• Proven experience in the development of pragmatic approaches and solutions• Proven experience in building collaboration to achieve shared goals <p>Knowledge:</p> <ul style="list-style-type: none">• Excellent knowledge of government structures and processes, and ministerial/parliamentary protocols & procedures• Excellent knowledge of public sector accountability frameworks and best practice planning, reporting, risk management, OIA/Parliamentary information request management and the policy development process• General knowledge of public policy, law and regulation in New Zealand. <p>Skills:</p> <ul style="list-style-type: none">• Strategic capability - the ability to think beyond immediate issues, make the connection between issues and consider long term and broader implications• Leadership – the ability to articulate and drive an organisation’s strategic direction and motivate managers and staff to work collaboratively to achieve the vision• Excellent communication and

Your success profile for this role	What you will bring specifically
	<p>interpersonal skills – able to communicate with credibly both within and across organisations/sectors</p> <ul style="list-style-type: none">• Influence – the ability to influence and gain the confidence of colleagues and diverse stakeholders, including the Minister• Excellent thinking and analytical skills• Ability to work with ambiguity and achieve results• Ability to successfully navigate organisational complexities to achieve positive results• Excellent relationship management skills• Excellent judgement – makes timely informed decisions taking into account facts, goals, constraints and risks <p>Other requirements:</p> <ul style="list-style-type: none">• Tertiary Qualification in a relevant field• Ability to obtain police and credit clearance• Ability to obtain and maintain an appropriate Security Clearance