



# Job description

Haere mai

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

## Advisor Engagement and Innovation, Regulatory System AML

### Regulatory Services, Toi Hiranga | Policy, Regulation and Communities

Regulatory Services has oversight of three regulatory systems: Anti-money laundering and countering the financing of terrorism, Gambling, and Digital Safety (anti-spam and censorship). We are a responsive risk-based regulator focused on reducing harm and ensuring that iwi, hapū and communities across New Zealand are safe, resilient, and thriving.

You will provide high quality advice, innovative thinking and a commitment to delivery to support our engagement and innovation activities in AML.

- **Reporting to:** Manager Engagement and Innovation
- **Location:** Wellington
- **Salary range:** Regulatory G

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### 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.

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### 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



Te Tari Taiwhenua  
Internal Affairs

## 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.

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## Spirit of service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

What you will do to contribute	As a result we will see
<p><b>Trusted advisor with specialist knowledge and experience</b></p> <ul style="list-style-type: none"> <li>• Contribute to the strategic direction of the Group and support the work of the team by contributing to and managing the stakeholder engagement plan.</li> <li>• Work effectively with diversity, and include diverse people, thinking and perspectives into the projects and products you work on.</li> <li>• Apply critical thinking and analysis in a variety of challenges; deconstructing ideas, finding connections and generating fresh approaches.</li> <li>• Bring a system centred view to the projects that you work on and the products you develop to enhance the way we engage and communicate to continually improve our influence with internal and external stakeholders.</li> <li>• With support from your manager or team members, develop and shape the projects you work on by applying your knowledge of innovative and best practices, processes, methodologies and techniques that will work best for the circumstances.</li> <li>• Develop and maintain specialist knowledge, taking care to understand emerging trends and how they can be applied in regulatory practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Contribute to the development of Team’s work programme and the Group’s planning and strategy.</li> <li>• Ideas and information actively communicated using written, verbal, and visual mediums and tailored for the intended audience.</li> <li>• Clear, business-aligned engagement and communications plans are developed and implemented.</li> <li>• Fresh perspective, knowledge and contribution to projects and products.</li> <li>• New communication channels are conceptualised, implemented and managed effectively.</li> <li>• Communication products, development projects and new initiatives are tailored and targeted to the stakeholders who use them or who would benefit from them.</li> <li>• Relevant information and briefings that influence decision-makers</li> </ul>
<p><b>System leadership and collaboration</b></p> <ul style="list-style-type: none"> <li>• With support from your manager and team members build and sustain a broad network of constructive, effective and collaborative internal and external relationships.</li> <li>• Apply community research, knowledge, and insights from your stakeholder relationships so that products, projects, and initiatives developed by you or team members are relevant, meaningful and effective</li> <li>• The benefits of working as a system to achieve an improved regulatory outcome for communities is transparent in your work and supported by your manager.</li> <li>• Monitor and measure engagement channels to enable decision making on effectiveness of those channels.</li> </ul>	<ul style="list-style-type: none"> <li>• A good understanding of system stakeholders and systems in place for sharing that knowledge and tracking engagement activities</li> <li>• Products, projects and initiatives are informed by stakeholders and use a customer centred design.</li> <li>• Products, projects, and initiatives take a system view.</li> <li>• Stakeholders view the Department as an effective regulator.</li> <li>• Industry supports initiatives led by the Department.</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Responsive, risk-based regulation and stewardship</b></p> <ul style="list-style-type: none"> <li>• With the support of your manager and team, use intelligence, data and research to inform the potential impact of the costs and benefits of products, projects and initiatives on communities</li> <li>• With the support of your manager, use your knowledge of risk of harm to influence and obtain support for the work you are leading or contributing to.</li> <li>• Identify opportunities and assess options for programme and initiatives for enhancing regulatory outcomes.</li> <li>• Ensure testing, review, and monitoring is included in the implementation of solutions to check that the intended benefits or objectives of the products, projects, and initiatives are being achieved or to develop learnings to inform other work that you contribute to or lead.</li> <li>• Support implementation of measures of success for existing programmes and initiatives so that can be continually assessed and reviewed or improved.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsive, risk-based regulation is a fundamental reason for the type of products, initiatives and programmes that you contribute to or lead.</li> <li>• Continuous improvement and innovation are a feature of your work and the work of your team.</li> <li>• Monitoring and evaluation of existing and new programmes and initiatives positively influences work culture.</li> </ul>
<p><b>Health and safety (for self)</b></p> <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	Manager Engagement and Innovation	✓	✓	✓	✓		✓
	AML Group managers and staff	✓	✓	✓	✓		
	Director & Deputy Director	✓	✓	✓	✓		✓
	Relevant DIA staff, including Policy, Regulation and Communities, Communications team	✓	✓	✓	✓		
External	AML system participants	✓	✓	✓	✓		
	Other government departments and agencies working in the AML system	✓	✓	✓	✓		

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

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="#">Valued Contributor</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Customer Focus</li> <li>• Continuous improvement</li> <li>• Teamwork and peer relationships</li> <li>• Action oriented</li> <li>• Self-development and learning</li> <li>• Functional and technical skills</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience collaborating on projects.</li> <li>• Proven success in designing and delivering an initiative that is effective and achieves what it set out to do.</li> <li>• Proven ability to make contribution in thought leadership and innovative thinking.</li> <li>• Proven ability to build and maintain effective working relationships with key stakeholders.</li> <li>• Ability to understand complex situations and work with uncertainty.</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Capacity and interest in developing an understanding of machinery of government and regulatory practice.</li> <li>• Ability to build a good technical knowledge and understanding of the relevant regulatory system.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate effectively and clearly through written, visual, and verbal mediums.</li> <li>• Ability to interpret legislation and other technical information.</li> <li>• Ability to relate to and gain the confidence of diverse stakeholders.</li> <li>• Ability to research, synthesise and present information to support decision-making.</li> <li>• Demonstrated ability to solve complex problems.</li> </ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"> <li>• Tertiary Qualification in a relevant field is required.</li> <li>• Ability to obtain police and credit clearance</li> </ul>