# Senior Business Advisor

## Three Waters Reform Programme, Local Government

The Local Government (LG) Branch is the Government’s lead / chief advisor on local government.

Most of the LG work is done jointly in partnerships between central and local government. The LG Branch works closely, and often in partnership, with the Department’s Policy Regulation and Communities Group (PRC).

The Branch has a large and dynamic work programme, including the Three Waters Reform Programme. This is a long-term transformational piece of work that is being undertaken in partnership with the local government sector.

The Senior Business Advisor, Three Waters Reform Programme provides strategic advice and services to the Manager Business and Operations, Programme Leadership Team and the various Programme workstreams. The position and team support the Manager Business and Operations to “run” the Programme from the operational perspective.

* Reporting to: Manager Business and Operations

Location: Wellington

* Salary range: Delivery I

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

|  |  |
| --- | --- |
| 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
 |
| 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.

Spirit of service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake 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 hapori, 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 |
| --- | --- |
| **Programme procurement, HR and reporting*** Lead the preparation of programme contracts (CSO, RSO, GMC etc.), assist the wider team with bringing people on board and work alongside HR and the team to ensure HR processes are followed. Reporting against business plans
* Lead the Programme’s input into key accountability documents (Annual Report, Statement of Intent and 4YP)
* Contribute to Programme planning, including the Annual Capital Plan, quarterly Investment Portfolio Prioritisation, and Long-Term Investment Plan.
* Support other team members to prepare performance reports (monthly, quarterly) to the Programme and Branch Leadership Teams
* Assist the Executive Director and Business and Operations Manager and, where delegated, lead aspects of the Programme business plan
* Identify process and framework improvement opportunities and, after sign-off, lead related Programme initiatives.
* Lead work on enhancing how risks are articulated for the Programme and co-ordinate the risk management process within the Programme so that risks cascade up and down in a coherent, connected way
 | * Programme contracts and contract variations are drafted and reviewed on time and to agreed quality standards
* The wider team follows HR processes. Employees, Contractors and Consultants are onboarded within agreed timeframe
* A coherent business plan that aligns with the Department’s 4YP and Statement of Intent
* Clear performance story for the Programme is developed
* Consistent information and a clear performance story from the Programme is reflected in the Branch and Department’s external accountability documents
* Early identification and provision of advice to the Leadership Team on areas of non-performance
* A well-developed risk management framework for the Programme that cascades through to the risk management approach within the Branch and wider Department
 |
| **Programme support and advice*** Provide ongoing support and advice to the Executive Director, Programme Leadership Team and wider Programme Leads on a range of matters, including business continuity, health and safety, and general requests for information.
* Assist the Ministerial Advice Team (MMC) and the Three Waters Ministerial Services Team to collate and provide advice on the programme responses to Official Information Act Requests, Ministerial letters and Parliamentary Questions.
* Identify potential issues arising and advise the Manager Business and Operations on corrective action if required.
* Act as a Programme Liaison with departmental shared service providers.
* Provide peer review support for the team.
 | * The Executive Director and Programme Leadership Team are well informed and advised.
* Contributing high quality advice will assist the Programme to meet its corporate responsibilities as a “good corporate citizen”, in a manner that also adds value to the operation of the Programme, and to meet its legal obligations in respect of Official Information Act requests, and the expectations of the Minister, the CE, the DCE and the Executive Director.
* Strong and efficient working relationships with departmental shared service providers, ensuring strategies and priorities are well understood, integrated, and supported within the Programme.
* The Manager Business and Operations is well advised on issues arising.
 |
| **Programme business improvement** * Identify opportunities for improvement of systems, frameworks and processes across the Programme and advise the Manager Business and Operations on potential interventions.
* Lead and/or participate in delegated Programme projects, for instance regarding business improvement and change initiatives.
 | * Business improvement opportunities are identified and the Manager Business and Operations is well advised on potential interventions.
* Deliverables are achieved according to plan.
 |
| **Mentoring / Coaching*** Provides coaching and mentoring to the Advisor(s), Co-ordinator(s) and Administrator(s) in the Business and Operations Team
* Peer reviews the work of the Advisor(s), Co-ordinator(s) and Administrator(s)
* Provides direction and support to the the Advisor(s), Co-ordinator(s) and Administrator(s) where required
 | * The Business and Operations Team operates as a cohesive group, providing high quality and timely advice and support to the Programme Leadership Team, Branch and wider Department
 |
| **Health and safety (for self)*** Take responsibility for keeping self-free from harm.
* Follow safe working procedures.
* Report incidents and hazards promptly and suggest remedies where appropriate.
* Know what to do in the event of an emergency.
* Co-operate in implementing rehabilitation plan.
 | * Health and safety guidelines are followed.
 |

|  | Advise | Collaborate with | Influence | Inform | Manage/lead | Deliver to |
| --- | --- | --- | --- | --- | --- | --- |
| Who you will work with to get the job done |
| Internal | Manager Business and Operations | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| Managers and Workstream Leads within the Programme and wider Branch | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| Shared services staff including communications, legal, finance, HR and IT | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| Local Government Branch Strategy and Performance Manager and team | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| Organisational Strategy and Performance Branch, including: Strategy and Planning, Enterprise Portfolio Management Office, Risk and Audit | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| External | Government departments and Agencies | ✓ | ✓ |  | ✓ |  | ✓ |
| Local Government Sector and peak bodies, including LGNZ and Taituarā | ✓ | ✓ | ✓ | ✓ |  |  |
| Iwi/Māori groups | ✓ | ✓ | ✓ | ✓ |  |  |
| Consultants and contractors on business development and change initiatives | ✓ | ✓ | ✓ | ✓ |  |  |

| Your delegations  |
| --- |
| Human Resources and financial delegations | Nil |
| 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](http://www.dia.govt.nz/diawebsite.nsf/Files/DIA_Profile_Specialist_v7/%24file/DIA_Profile_Specialist_v7.pdf).**Keys to Success:*** Problem solving
* Critical thinking
* Interpersonal savvy
* Navigating complexity
* Communicating with influence
* Technical and specialist learning
 | **Experience and knowledge*** with public sector machinery of government, including procurement, HR, reporting and performance management in the public sector.
* working with a changeable work programme, managing a variety of work items that have varying complexity and timeframes.
* collecting and co-ordinating information from a variety of sources and influencing people outside immediate team, including senior managers.
* providing advice to internal audiences, including senior management teams, that is tailored for the purpose and audience.
* with developing and implementing business improvement initiatives / activity.
* mentoring less experienced staff.

**Skills:*** excellent stakeholder engagement skills, to support maintaining a balance amongst varying expectations and requirements
* ability to manage ambiguity and confidently use initiative when dealing with a broad range of complex, evolving information
* excellent communications skills (written and oral) with the ability to communicate with credibility and convey complex information to a range of audiences
* ability to prepare information that is fit for purpose and tailored to the audience
* Strong organisational skills to be able to work under the pressure of multiple demands without compromising quality or delivery
* a strong team player with a positive, open-minded, collaborative approach
* attention to detail

**Other requirements:*** a relevant tertiary qualification is preferred, ideally in management or business studies
* a proven aptitude for working in a highly collaborative, supportive and energetic manner
* prepared to work hard and have fun while doing so
 |