



# Job description

Haere mai

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

## Senior Business Advisor

### Branch Strategy and Performance, Policy, Regulation and Communities Branch

The Senior Business Advisor provides strategic advice and support across the branch, leads delegated work programme activities, and deputises for the Manager, Branch Strategy and Performance (BSP). The BSP team operates similarly to a Deputy Chief Executive's (DCE's) Office, providing impartial and high quality strategic, business development, and support services, supporting the DCE to "run the business".

- **Reporting to:** Manager, Branch Strategy and Performance
- **Location:** Wellington
- **Salary range:** Delivery I

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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

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### 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



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

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 āianei, 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 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
<p><b>Branch planning, reporting and monitoring</b></p> <ul style="list-style-type: none"> <li>• Contribute to the ongoing branch strategic and business planning, reporting and monitoring processes by:               <ul style="list-style-type: none"> <li>◦ Leading the development of the Branch Business Plan.</li> <li>◦ Leading collation of, and providing advice on, the branch contribution to DIA accountability documents and processes, including the Four-Year Plan, Information Supporting the Estimates, Select Committee documentation, Quarterly Reports and Annual Report, in liaison with the DIA Strategy and Governance Branch.</li> <li>◦ Collating, analysing and reporting data to support the branch.</li> <li>◦ Providing advice and support to business managers.</li> <li>◦ Identifying potential issues arising and advising the Manager BSP on corrective action if required.</li> </ul> </li> <li>• Provide advice to branch business leaders regarding the further development of performance measures, systems and data, in line with departmental frameworks.</li> <li>• Identify process and framework improvement opportunities and, after sign-off, lead related branch initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>• Contributing high quality advice assists the PRC branch to meet its corporate responsibilities in a manner that also adds value to the operation of the branch.</li> <li>• Delegated activities are delivered in line with Departmental frameworks.</li> <li>• The Manager BSP and business managers are well supported and advised.</li> <li>• Strong and effective working relationship with the DIA Strategy and Governance Branch.</li> </ul>
<p><b>Branch risk and assurance</b></p> <p>Assist the Manager BSP in branch risk management and assurance by:</p> <ul style="list-style-type: none"> <li>• Supporting the further implementation and maintenance of DIA’s risk and assurance processes within the branch, in line with the frameworks developed by the Department’s Strategy and Governance branch.</li> <li>• Maintaining the branch risk register and processes.</li> <li>• Advising on appropriate mitigation strategies.</li> <li>• Contributing to ongoing departmental reporting processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Delegated activities are delivered in line with Departmental frameworks.</li> <li>• The Manager BSP and business managers are well supported and advised.</li> <li>• Strong and effective working relationship with the DIA Strategy and Governance Branch.</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Branch support and advice</b></p> <ul style="list-style-type: none"> <li>• Provide ongoing support and advice to the DCE, PRC Leadership Team (PLT) and business managers across the branch, on a range of matters, including business continuity, health and safety, and general requests for information.</li> <li>• Assist the Business Advisor to collate and provide advice on the branch responses to Official Information Act Requests, Ministerial letters and Parliamentary Questions.</li> <li>• Identify potential issues arising and advise the Manager BSP on corrective action if required.</li> <li>• Act as a branch liaison with departmental shared service providers.</li> <li>• Assist with training and development of the Advisor(s) in the BSP team through on-the-job-support and providing direction and advice where required.</li> <li>• Provide peer review support for the team.</li> </ul>	<ul style="list-style-type: none"> <li>• The DCE, PLT and business managers are well informed and advised.</li> <li>• Contributing high quality advice will assist the PRC branch to meet its corporate responsibilities as a “good corporate citizen”, in a manner that also adds value to the operation of the branch, and to meet its legal obligations in respect of Official Information Act requests, and the expectations of the Minister, the CE and the DCE.</li> <li>• Strong and efficient working relationships with departmental shared service providers, ensuring strategies and priorities are well understood, integrated, and supported within PRC.</li> <li>• The Manager BSP is well advised on issues arising.</li> </ul>
<p><b>Branch business improvement</b></p> <ul style="list-style-type: none"> <li>• Identify opportunities for improvement of systems, frameworks and processes across the branch and advise the Manager BSP on potential interventions.</li> <li>• Lead and/or participate in delegated branch projects, for instance regarding business improvement and change initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>• Business improvement opportunities are identified and the Manager BSP is well advised on potential interventions.</li> <li>• Deliverables are achieved according to plan.</li> </ul>
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>• Take responsibility for keeping self free from harm.</li> <li>• Follow safe working procedures.</li> <li>• Report incidents and hazards promptly and suggest remedies where appropriate.</li> <li>• Know what to do in the event of an emergency.</li> <li>• Co-operate in implementing rehabilitation plan.</li> </ul>	<ul style="list-style-type: none"> <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	PRC DCE and PRC Leadership Team	✓	✓	✓	✓	-	✓
	PRC managers and staff	✓	✓	✓	✓	-	✓
	Strategy and Governance branch including: Strategy and Planning, Enterprise Portfolio Management Office, Risk and Audit	✓	✓	✓	✓	-	✓
	Shared services staff including communications, legal, finance, HR and IT	✓	✓	✓	✓	-	✓
	Branch Strategy and Performance Managers and teams	✓	✓	✓	✓	-	✓
External	Contact with other agencies from time to time, such as The Treasury, Audit NZ and Office of the Auditor-General in relation to accountability	-	-	-	✓	-	-

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>. We refer to this profile for the required generic experience, knowledge and skills for a specialist role, and the right hand column specifies the experience, knowledge and skills that we require for this specific role</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 and Knowledge:</b></p> <ul style="list-style-type: none"> <li>• with public sector machinery of government, including planning, reporting and performance management in the public sector.</li> <li>• working with a changeable work programme, managing a variety of work items that have varying complexity and timeframes.</li> <li>• collecting and co-ordinating information from a variety of sources and influencing people outside immediate team, including senior managers.</li> <li>• providing advice to internal audiences, including senior management teams, that is tailored for the purpose and audience.</li> <li>• with developing and implementing business improvement initiatives / activity.</li> <li>• mentoring less experienced staff.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• excellent stakeholder engagement skills, to support maintaining a balance amongst varying expectations and requirements</li> <li>• ability to manage ambiguity and confidently use initiative when dealing with a broad range of complex, evolving information</li> <li>• excellent communications skills (written</li> </ul>

Your success profile for this role	What you will bring specifically
	<p>and oral) with the ability to communicate with credibility and convey complex information to a range of audiences</p> <ul style="list-style-type: none"><li>• ability to prepare information that is fit for purpose and tailored to the audience</li><li>• Strong organisational skills to be able to work under the pressure of multiple demands without compromising quality or delivery</li><li>• a strong team player with a positive, open-minded, collaborative approach</li><li>• attention to detail</li></ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• a relevant tertiary qualification is preferred, ideally in management or business studies</li></ul>