



# 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 2)

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

Strategic Advisors Level 2 (SSI) 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 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



#### 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>• 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> </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>Participation in initiatives &amp; projects</b></p> <ul style="list-style-type: none"> <li>• Coordinate, lead 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 as part of virtual teams in the delivery of the work.</li> </ul>	<ul style="list-style-type: none"> <li>• Work and contribution is completed on time to required standard</li> </ul>
<p><b>System strategy development and implementation</b></p> <ul style="list-style-type: none"> <li>• Help to drive strategy implementation across the system, working closely with and through other Groups across the Branch.</li> <li>• Incorporate an 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>• Represent the Branch and the Department at relevant forums, summits and events.</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>• Greater influence and collaboration leading to improved checks and balances between Functional Lead agencies to direct future crown investment</li> </ul>

What you will do to contribute	As a result we will see
<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 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>
<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>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 spending 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>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	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

## Your success profile for this role

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](#).

### Keys to Success:

- Problem solving
- Critical thinking
- Interpersonal savvy
- Navigating complexity
- Communicating with influence
- Technical and specialist learning

## What you will bring specifically

### Experience:

- Experience in providing high level strategic advice and supporting system wide change
- Experience in senior business or ICT role within a large and complex environment, preferably with a focus on applying technology to effect transformative change
- Demonstrated ability and experience leading or working on complex or high-value/risk programmes of work
- Experience in engaging with and managing relationships with senior stakeholders, including ministers

### Knowledge:

- Understanding and knowledge of the machinery of government processes, system and governance
- Knowledge in a wide range of Digital, Data and ICT solutions (with a focus on emerging technology)
- 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
- The ability to link strands of information together and evaluate the different aspects and impacts of issues
- Strong collaboration skills, able to influence and use own strengths in working with others to achieve joint outcomes
- Strong written, facilitation and oral communication skills, able to write concisely and persuasively
- Developed strategic, lateral, conceptual, analytical, system and problem-solving thinking skills
- Strong stakeholder management skills, able to influence across a diverse set of relationships and extract fit-for-purpose information
- Shows thought leadership and authority in own discipline

Your success profile for this role	What you will bring specifically
	<p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• Tertiary level qualification in a relevant discipline or equivalent experience</li><li>• Personal attributes that include listening to others, respecting others' viewpoints and the disposition to share accountability for all outcomes</li></ul>