



# Job description

Haere mai

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

## Business Advisor

### Te Waka Aukaha | Branch Development and Support, He Pou Aronui | Organisational Capability and Services Branch

The Business Advisor is responsible for preparing, coordinating and delivering the provision of high quality advice and support to help He Pou Aronui | Organisational Capability and Services Branch achieve its strategic objectives. The Business Advisor will help drive Branch performance by:

- Management and coordination of strategy and business planning, organisational performance measurement and reporting capability, and business improvement initiatives at a branch level; and
- Advice to the Senior Leadership Team on strategic and business planning processes, performance measurements frameworks and measurement.

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- **Reporting to:** Manager Branch Development and Support, Organisational Capability and Services | He Pou Aronui
  - **Location:** Wellington but other locations will be considered for the right applicant
  - **Salary range:** Delivery, Band 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.

### 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.

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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 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 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>Branch planning and performance reporting</b></p> <ul style="list-style-type: none"> <li>• Monitor and report on progress made on projects and programmes of work at Branch level.</li> <li>• Contribute towards branch planning processes as part of the Department’s planning processes including liaising with Strategy and Performance.</li> <li>• Provide advice to develop, implement and continuously improve business management practices that ensure alignment across the Branch and DIA.</li> <li>• Co-ordinate Branch contribution to key accountability documents and other corporate information requests alongside the Senior Business Advisor.</li> </ul>	<ul style="list-style-type: none"> <li>• Timely and quality responses to accountability and corporate information requests</li> <li>• Consistent information and a clear performance story from the Branch is reflected in the Department’s external accountability documents</li> <li>• Early identification and provision of advice to the DCE and Organisational Capability and Services Leadership Team on areas of non-performance</li> <li>• Branch strategic and business planning processes are effectively integrated into Departmental planning process</li> </ul>
<p><b>Advice and business support</b></p> <ul style="list-style-type: none"> <li>• Contribute high quality, strategic and business planning advice to the Manager Branch Development &amp; Support, and to other branch managers.</li> <li>• Manage the OCS BDS inbox, triaging requests and co-ordinating responses to written parliamentary questions, official information act requests and other corporate information requests ensuring responses are of a high quality and provided in a timely manner.</li> <li>• Identify patterns and trends through the co-ordination of information that require Organisational Capability and Services’ senior managers attention and action</li> <li>• Lead preparation for Branch activities including induction and the monthly newsletter.</li> <li>• Manage logistics planning for branch gatherings (e.g. Wider Leaders forums).</li> <li>• Act as a back-up to the Senior Advisor as secretariat for governance committees chaired by the DCE Organisational Capability and Services.</li> </ul>	<ul style="list-style-type: none"> <li>• The DCE and Organisational Capability and Services Leadership Team are supported to make sound decisions and are kept informed of developments in process and approach for cross-Department work</li> <li>• Timely and quality responses to corporate information requests</li> <li>• Considered, evidence-based analysis with well-reasoned options for potential action</li> <li>• Where necessary, issues are escalated with mitigation strategies provided</li> <li>• Branch events run smoothly and the DCE and Organisational Capability and Services Leadership Team feel well supported</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Risk management and compliance</b></p> <ul style="list-style-type: none"> <li>• Work in collaboration with the Senior Advisor to maintain and report on branch-wide risk management processes.</li> <li>• Support the Senior Advisor to develop appropriate Disaster Recovery and Business Continuity plans.</li> <li>• Ensure that the branch complies with DIA requirements for records management</li> </ul>	<ul style="list-style-type: none"> <li>• A well-managed risk management framework for the Branch that cascades through to the risk management approach within different groups in the Branch</li> <li>• Risk and assurance processes are visible, well managed and meet Department requirements</li> <li>• Contribution to Disaster Recovery and Business Continuity Planning</li> </ul>
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Maintain effective working relationships and interfaces between the Branch and with other branches</li> <li>• Represent the Branch Development and Support team on relevant projects and committees</li> <li>• Work collaboratively with advisors and managers in the branch, taking a ‘whole of branch’ approach</li> </ul>	<ul style="list-style-type: none"> <li>• Effective relationships are developed and maintained that contribute to the effectiveness of the Branch and the Department</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 BDS	✓	✓	✓	✓		✓
	Principal Advisor BDS	✓	✓	✓	✓		✓
	Senior Advisor BDS	✓	✓	✓	✓		
	Other DIA business groups and Branches	✓	✓	✓	✓		
	BDS network	✓	✓	✓	✓		
External	Central agencies	✓	✓		✓		
	Other government departments	✓	✓		✓		
	Programme and project managers	✓	✓		✓		
	Consultants and contractors on business development and change initiatives	✓	✓		✓		

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>Knowledge and experience:</b></p> <ul style="list-style-type: none"><li>• A strong understanding of machinery of government processes, including planning, reporting and performance management in the Public Sector</li><li>• Experience preparing written reports to a high quality.</li><li>• Proven project management and reporting experience.</li><li>• Previous experience triaging / managing inbox and various information requests.</li><li>• Experience leading and delivering events.</li><li>• A relevant tertiary qualification would be an advantage and / or similar experience post graduate of at least two years.</li></ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"><li>• Strong written and verbal communication and interpersonal skills</li><li>• Excellent organisational skills, including time management</li><li>• Comfortable working in ambiguity and can confidently use initiative when dealing with a broad range of complex, evolving information</li><li>• Proactive approach with judgement about when to seek input from others and when to escalate</li><li>• Strong work ethic with a 'can do' attitude</li><li>• Enthusiastic, adaptable and resilient</li></ul>