



Job description

Haere mai

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

Manager, Ministerial Advice

Kaiwhakahaere, Kaiwhakamahuki a te Minita

Policy and Stewardship – Local Government

The Three Waters Programme provides strategic advice to Government and the Department's Executive on Three Waters (drinking water, waste water, storm water) reform.

The Ministerial Advice team is at the core of servicing the Ministers' day to day needs. The team produces official correspondence that spans ministerials, Official Information Act requests, written and oral Parliamentary questions, event briefings, and speeches.

The Manager, Ministerial Advice is responsible for the delivery of timely and robust advice and support to the Minister.

- **Reporting to:** Executive Director, Three Waters Reform
- **Location:** Wellington
- **Salary range:** Policy band J

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.



Te Tari Taiwhenua
Internal Affairs

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 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 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>Strategic Leadership</p> <ul style="list-style-type: none"> • Contribute to the leadership of the Three Waters Group • Provide strategic advice and support to the Executive Director, Three Waters Group on risks, priorities and the effective deployment of team capability • Contribute to annual strategic and business planning and reporting processes for the Three Waters Group and PRC Branch • Provide thought leadership to teams to build their understanding of the strategic frameworks and policy intent they are working within, and of the outcomes being sought • Identify strategic risks, define potential implications for the work programme and develop mitigation strategies 	<ul style="list-style-type: none"> • THREE WATERS Group staff report that managers work together as a cohesive and constructive team • The Ministerial Advice team is responsive to changes in priorities and can efficiently redirect resources to support changes in priorities • Business information and intelligence is used to inform Ministerial Advice team planning • Strategic risks are identified and managed
<p>Work programme leadership</p> <ul style="list-style-type: none"> • Lead work programme planning and implementation to manage high work volumes and tight deadlines effectively, deliver key operational priorities and responses to urgent or emerging issues • Lead the delivery of high quality Ministerial correspondence and support services • Implement sound quality assurance methods to ensure Ministerial Advice is provided to the highest possible standard • Taking a customer-centric approach, work with Department managers and staff in other Branches to promote the delivery of high quality Ministerial services • Consistently apply sound project management principles to support the delivery of Ministerial services • Identify external and internal issues that could indicate risks and opportunities to the delivery of the work programme, assess and consult on implications and approaches • Manage the impact of dynamic and shifting priorities on the work programme, including collaborative processes to reprioritise work and allocate people and resources across the work programme • Assist the Executive Director, THREE WATERS Group to embed value-add quality assurance processes for Group outputs 	<ul style="list-style-type: none"> • Work programme reflects enterprise-wide input into its content and priorities • The expertise residing within the Ministerial Advice team is shared across the Department • Priority outputs are delivered on time, within budget and to agreed quality standards • Risks to delivery of agreed work objectives are spotted early and managed appropriately • All the Department's corporate policies and processes are complied with • THREE WATERS Group quality assurance processes are well understood and consistently followed by Ministerial Advice team staff • Workflows and workloads are forecasted and actively managed

What you will do to contribute	As a result we will see
<p>People Leadership</p> <ul style="list-style-type: none"> • Ensure the Ministerial Advice team has the resources needed to ensure delivery of a dynamic programme of work • Mentor, coach and support team members to build their capability and subject matter expertise, and their contribution to the effective delivery of services • Lead effective recruitment, development, succession planning and retention to ensure that the team has people to meet current and future requirements • Communicate regularly with team members to ensure they have what they require to work at maximum effectiveness • Identify capability development requirements for the team, ensuring capabilities and subject matter expertise are developed to the level needed for their roles • Lead and model a flexible and responsive team culture that supports shifting priorities, conflicting demands and constant redeployment of resources • Set clear expectations and performance standards and manage and measure the team's work to ensure their success • Work closely with the THREE WATERS Group Leadership Team, Manager Capability, and staff to identify, develop and implement capability development initiatives • Drive the growth of culture and ways of thinking and working to be inclusive and relevant for an increasingly diverse workforce 	<ul style="list-style-type: none"> • Behaviour is in line and consistent with the People Leader profile of the DIA Capability Framework • Teams have a clear line of sight between their work and the direction of the team and the THREE WATERS Group • High performing and high potential staff are effectively recruited, developed, supported and retained • The capability, performance and development of direct reports is appropriately planned and managed in accordance with the Department's processes and business needs
<p>Stakeholder Engagement</p> <ul style="list-style-type: none"> • Develop and maintain effective working relationships with across the Department to maintain trusted advisor status • Lead and maintain productive relationships as a key liaison point with Ministers' offices • Develop and maintain effective relationships and networks in the Department • Ensure that outcomes of stakeholder engagement are appropriately reflected in advice, decisions and content • Represent the THREE WATERS Group and the Executive Director at critical, high-level and potentially sensitive meetings • Provide coaching and backing for team members who engage with the Department's senior leaders on the quality of Ministerial responses 	<ul style="list-style-type: none"> • The Ministerial Advice team is recognised as a source of sound support for official correspondence advice guidance by Department Branches • Relationships with Ministers offices are led and managed effectively • The Ministerial Advice team is viewed as responsive to Department official correspondence requirements • A programme of system and process improvements that reflect THREE WATERS Group-wide input • Relationships and timely and appropriate communication flows enable the activities of the THREE WATERS Group

What you will do to contribute	As a result we will see
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm Report all incidents and hazards promptly Know what to do in the event of an emergency Cooperate in implementing return to work plans <p>Health and safety (for team)</p> <ul style="list-style-type: none"> Inform, train and equip staff to carry out their work safely Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries Assess all hazards promptly and ensure they are managed 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work All requirements of DIA's Health and Safety policy and procedures are met

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Executive Director THREE WATERS Group	✓	✓	✓	✓		✓
	THREE WATERS Group Leadership team	✓	✓	✓	✓		✓
	Ministerial Advice team	✓	✓	✓	✓	✓	
	Other Branches and key peers	✓	✓	✓	✓	✓	✓
	DCEs and Senior Managers	✓	✓	✓	✓		✓
	Portfolio Minister(s) and staff of Ministerial Offices	✓	✓	✓	✓		✓
External	Other departments/agencies (as required)		✓		✓		
	Other external stakeholders (as required)		✓	✓	✓		

Your delegations as a manager	
Human Resources and financial delegations	E
Direct reports	Up to 12

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 People Leader.</p> <p>Keys to Success:</p> <ul style="list-style-type: none">• Setting expectations• Encouraging innovation• Building effective teams• Identifying talent and developing others• Motivating others to achieve results• Developing business acumen	<p>Experience:</p> <ul style="list-style-type: none">• Extensive experience in a senior New Zealand public policy role involving the provision of strategic advice and support to senior managers and Ministers• Experience managing staff• Demonstrated ability to deliver capability and systems and process improvements• Proven competence as a collaborative leader and operator <p>Knowledge:</p> <ul style="list-style-type: none">• Advanced knowledge of machinery of government structures and processes, and Ministerial/Parliamentary protocols and procedures• Advanced knowledge of Government planning and reporting processes and procedures <p>Skills:</p> <ul style="list-style-type: none">• Excellent analytical skills and creativity including the ability to provide high quality advice on relevant matters• Strong relationship management skills and the ability to work and build effective relationships at all levels of organisations and communities• Written analysis skills and experience in problem solving, decision-making and various types of planning based on the analysis carried out• Advanced communication and interpersonal skills• Excellent written communication with the ability to communicate sometimes complex issues to a variety of external and internal, policy and operational audiences• Understands the political and organisational environments• Strong stakeholder relationship management focus and interpersonal skills,• Team Management focussed work ethics and the ability to work collaboratively across team boundaries <p>Other requirements:</p> <ul style="list-style-type: none">• A tertiary (or higher tertiary level) qualification• Commitment to supporting and nurturing staff