



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 Ministerial Services Advisor

Three Waters Reform Programme, Local Government Branch

The Local Government Branch within the Department of Internal Affairs is the Government's chief advisor on local government.

Much of the Branch's work is done in partnership with local government and in consultation with other government agencies, iwi/Māori and local government sector representatives, and the general public. The Branch works closely, and often in partnership, with the Department's Regulation & Policy Branch.

The Branch has a large and dynamic work programme leading major local government change, 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. Following major government announcements in October 2021, the Department's Reform Programme and National Transition Unit are leading the establishment of four multi-regional water services entities to provide drinking water, wastewater and stormwater services for New Zealanders.

The role of a Senior Ministerial Services Advisor in the Three Waters Reform Programme is to support the Minister of Local Government (as Lead Minister of the Reform Programme) and the programme's policy and transition teams by drafting and reviewing responses to Ministerial and departmental correspondence, Official Information Act (OIA) requests and parliamentary questions, as well as the preparation of briefings for Ministerial engagements. The role may involve mentoring and coaching of other project staff.

- **Reporting to:** Manager, Ministerial Services, Three Waters
- **Location:** Wellington
- **Salary range:** Policy 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



Te Tari Taiwhenua
Internal Affairs



- 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 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 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>Ministerial support and ‘demand driven’ policy advice</p> <ul style="list-style-type: none"> • Draft timely and high-quality responses to Ministerial support requests (including OIA requests, Parliamentary questions, event briefings and speeches, and correspondence) to ensure the Minister of Local Government and other Ministers meet their accountabilities to Parliament and the public • Provide information to the public and other stakeholders, including drafting replies to correspondence to the Department or Chief Executive, and the proactive release of information on the Department’s website • Make sound judgements on controversial or critical issues using the best available business data and information, as well as subject matter experts from across the Reform Programme and Transition Unit • Provide input into the development and maintenance of best practice systems, documentation and quality assurance processes 	<ul style="list-style-type: none"> • Well-informed, accurate and relevant advice is consistency provided • Outputs are delivered on time, within budget and to agreed quality standards, including sound engagement practices • Decisions / judgements are made based on accurate and high-quality research and documentation • Quality assurance processes are well understood and consistently followed
<p>Managing projects and complex advice</p> <ul style="list-style-type: none"> • Scope large and complex pieces of advice (including complex OIAs and briefings) independently from end to end, drawing on appropriate information sources and expertise • Effectively manage projects including developing a timeline, key milestones, consultation processes, risk analysis, and identifying and managing resourcing requirements • Identify and consult with key stakeholders to ensure strategies are developed to gain buy-in and commitment to desired outcomes • Provide accurate reporting on the current status of work, evaluate the outcome of the work, develop (with support from others if required) a culture of continuous improvement, and deliver in accordance with agreed timelines and quality standards • Undertake project review and evaluation 	<ul style="list-style-type: none"> • Staff will have a clear line of sight between their work and the work of the Reform Programme, Transition Unit, and wider Local Government Branch • Risks to delivery of agreed work objectives are identified early and managed appropriately • Outputs are delivered on time, within budget and to agreed quality standards • The Manager Ministerial Services (Three Waters) is kept informed of progress and any potential risks are identified and appropriate mitigation strategies developed • Strong and efficient working relationships with key internal and external stakeholders

What you will do to contribute	As a result we will see
Work practices <ul style="list-style-type: none"> Produce high quality advice within agreed timelines Ensure accurate data is captured into the team's workflow tracker, and any other systems such as the Ministerial and Cabinet databases Representing the Three Waters Reform Programme and the Branch by participating in organisation-wide initiatives 	<ul style="list-style-type: none"> The Department's corporate policies and processes are complied with Information is accurately communicated in a professional manner The Manager Ministerial Advice (Three Waters) and wider team are kept informed of emerging issues
Coaching others <ul style="list-style-type: none"> Provide direction on content, approach and engagement to less experienced staff Review draft pieces of work and provide feedback to staff 	<ul style="list-style-type: none"> Less experienced staff are provided with direction and support where required The sharing of information, experience, knowledge and ideas is encouraged
Health and safety (for self) <ul style="list-style-type: none"> Ensure my own wellbeing, health and safety and take reasonable care not to adversely affect the health and safety of others. Co-operate with DIA's health and safety policies and procedures (incl. emergency). Report all near misses, hazards, unsafe behaviours and unsafe conditions. 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work. Health and safety guidelines are followed All staff understand their roles and responsibilities in relation to wellbeing, health, safety and emergency management

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Manager, Ministerial Services, Three Waters	✓	✓		✓		✓
	Programme Leadership including the Executive Director Three Waters Reform; Three Waters Transition Director; Policy and Communications, and Business Services Managers; and Lead Advisors	✓	✓		✓		✓
	Local Government Branch Leadership Team including the Deputy Chief Executive Local Government Branch	✓	✓		✓		✓
	Senior Policy Analysts and Analysts from across the Reform Programme and Transition Unit	✓	✓	✓	✓		
External	Minister of Local Government, other Ministers, and staff of Ministerial offices	✓			✓		✓

Who you will work with to get the job done	Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Other agencies involved in the Three Waters Programme and other Branch projects	✓	✓		✓		✓
Other Government Agencies and Crown Entities	✓	✓		✓		✓
Cabinet Committees and Select Committees of Parliament	✓			✓		✓
Local authorities and agencies, iwi/Māori representative groups, professional associations, and other key stakeholders	✓	✓		✓		✓

Your delegations	
Human Resources and financial delegations	Z
Direct reports	0

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 Valued Contributor.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Customer Focus • Continuous improvement • Teamwork and peer relationships • Action oriented • Self-development and learning • Functional and technical skills 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience in providing high quality policy analysis and advice • Experience in drafting quality responses to Ministerial correspondence, Parliamentary Questions, OIA requests, Ombudsmen enquiries, Select Committee questions and briefings to support Ministers' attendance at meetings • Experience in the proactive release of Cabinet papers and briefings in accordance with government and departmental policies • Experience in working with Ministers, Ministers' offices and/or Select Committees • Experience working in or on the local government system would be beneficial but not essential • Experience in undertaking public and stakeholder consultation • Experience in using project management disciplines and leading projects from inception through to completion and evaluation <p>Knowledge:</p>

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none">• Understanding of the local government sector• Understanding of the broader strategic context including the Government's overall desired outcomes and goals for New Zealand• Demonstrated application of the principles of policy development• Strong knowledge of government and policy processes and working effectively with Ministers and Cabinet committees <p>Skills:</p> <ul style="list-style-type: none">• Excellent written and oral communication skills• Excellent analytical skills and innovative thinking• Can provide high quality advice on complex and controversial matters• Ability to prioritise workload and project manage to an exceptional standard• Ability to identify and effectively mitigate risks and consistently use sound judgment on controversial or critical issues using the best evidence available• Excellent relationship management skills and the ability to work at all levels of organisations and communities including Ministers, senior managers, local council and iwi/Māori groups, and diverse communities• Demonstrated commitment to building policy capability and giving and responding to feedback <p>Other requirements:</p> <ul style="list-style-type: none">• A relevant tertiary qualification or equivalent professional experience