



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 Advisor, Grants and Business Services

Three Waters Reform Programme, Local Government

The Local Government (LG) Branch is the Government's lead / chief advisor on local government.

Most of the LG work is done jointly in partnerships between central and local government. The LG Branch works closely, and often in partnership, with the Department's Regulation & Policy Branch.

The Branch has a large and dynamic work programme, 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.

The role of Senior Advisor, Grants and Business Services, is to manage the Three Waters Reform Programme grants. They will provide strategic advice and services to the Manager Business and Operations, the Programme Leadership Team and the various Programme workstreams.

The Senior Advisor, Grants and Business Services will work alongside the Chief Advisor to contribute to a grant establishment (when required). Once the grant programme is established, the Senior Advisor, Grants and Business Services will be responsible for grant administration. This role will work closely with the Organisational Capability and Services (OCS) Branch that looks after a Grant Management System. At present, the two biggest Programme grants the Senior Advisor, Grants and Business Services will be responsible for are the \$2B better-off package and Council Stimulus Funding (\$523.1K).

The Senior Advisor, Grants and Business Services will be responsible for Programme risk management, accurate reporting and ensuring procurement and HR processes are followed. They will support the Manager Business and Operations to run the Programme from an operational perspective.

- **Reporting to:** Manager Business and Operations, Three Waters Reform Programme
- **Location:** Wellington
- **Salary range:** Delivery 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



Te Tari Taiwhenua
Internal Affairs



- 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.

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>Grants establishment and administration (management)</p> <ul style="list-style-type: none"> • Assist Chief Advisor to design and establish the programme grants including engagement of subject matter experts and other stakeholders, facilitation of discussions when required <p>Administration of programme grants including the following:</p>	<ul style="list-style-type: none"> • Programme grants are appropriately established, relevant discussions are initiated, and subject matter experts engaged to contribute • Efficient grant administration process is in place and followed accordingly

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> • Plan and forecast expenditure of grants together with subject matter experts and in accordance with ministerial/cabinet authorisation. Ensure efficient and effective distribution of grants based on grant agreement timeframes • Work with external stakeholders to manage budget and relationships • Monitor whether receiver of grants is on track to achieve the intended purpose the grant was received for. • Review and make recommendations to accept or reject Council/Grants receiver periodic and final reports to the Executive Director, Three Waters. Recommendations will impact any subsequent payments to Councils. • Provide feedback to Councils when required to improve reporting • Ensure accurate data is captured into the appropriate recording system such as Grant Management System and Cohesion (Department’s document management system), and any other systems when required • Prepare accurate internal reporting on the status of work. Develop consistent information and a clear performance story for grants; and deliver in accordance with agreed timelines and quality standards • Provide ongoing support and advice on Programme’s grants to the Manager Business and Operations, the Executive Director and Programme Leadership Team • Perform assurance and/or spot checks where relevant to ensure good practice is followed • Identify potential issues arising and advise the Manager Business and Operations on corrective action if required • Identify process and framework improvement opportunities and, after sign-off, lead related Programme initiatives 	<ul style="list-style-type: none"> • Plans and forecasts are developed on time and to agreed standards that supports grant distribution • Budget is managed appropriately and trusted relationships are established and maintained • Reports are reviewed and appropriate recommendations are provided to the Executive Director, Three Waters within agreed timeframes and to agreed standards • Accurate data is captured in relevant recording systems • Accurate internal reporting is prepared and consistent information and a clear performance story for grants are developed in accordance with agreed timelines and quality standards • The Manager Business and Operations, the Executive Director, Programme Leadership Team are supported and well advised on grants status • Assurance and/or spot checks are performed ensuring good practice is followed. • Issues and or risks are identified early and the Manager Business and Operations is advised on corrective action • Business improvement opportunities are identified and the Manager Business and Operations is advised on potential interventions

What you will do to contribute	As a result we will see
<p>Stakeholder and relationship management</p> <ul style="list-style-type: none"> Develop and foster strong and efficient working relationships with internal and external stakeholders Ensure clear lines of communication are established and promoted 	<ul style="list-style-type: none"> Strong and efficient working relationships are established with key stakeholders Accurate communication and information is passed at all times in a professional manner
<p>Programme procurement, HR and reporting</p> <ul style="list-style-type: none"> Lead the preparation of programme contracts (CSO, RSO, GMC etc.), assist the wider team with bringing people on board and work alongside HR and the team to ensure HR processes are followed. Reporting against business plans Support the Programme’s input into key accountability documents (Annual Report, Statement of Intent and 4YP) Contribute to Programme planning, including the Annual Capital Plan, quarterly Investment Portfolio Prioritisation, and Long-Term Investment Plan. Support other team members to prepare performance reports (monthly, quarterly) to the Programme and Branch Leadership Teams Assist the Executive Director and Manager Business and Operations and, where delegated, lead aspects of the Programme business plan 	<ul style="list-style-type: none"> Programme contracts and contract variations are drafted and reviewed on time and to agreed quality standards The wider team follows HR processes. Employees, Contractors and Consultants are onboarded within agreed timeframe A coherent business plan that aligns with the Department’s 4YP and Statement of Intent Clear performance story for the Programme is developed Consistent information and a clear performance story from the Programme is reflected in the Branch and Department’s external accountability documents
<p>Risk Management</p> <ul style="list-style-type: none"> Lead work on enhancing how grants and funding risks are articulated for the Programme and co-ordinate the risk management process within the Programme so that risks are managed and/or mitigated appropriately Identify any issues that may have a significant impact on the Department or its reputation, develop risk mitigation strategies and ensuring the Manager Business and Operations and Executive Director are fully informed as appropriate Ensure the Three Waters Reform Programme includes all grants to the existing Business Continuity plans where appropriate Ensure that the Three Waters Reform Programme complies with the Department’s requirements for records management 	<ul style="list-style-type: none"> Grants and funding risks are identified and managed A risk management framework for the Programme cascades through to the risk management approach within the Branch and wider Department The Manager Business and Operations, Executive Director and Programme Leadership Team are kept informed of emerging issues

What you will do to contribute	As a result we will see
<p>Coaching / Mentoring</p> <ul style="list-style-type: none"> Provide direction on the strategic content, approach and engagement with key stakeholders to less experienced staff Review draft pieces of work and provide feedback 	<ul style="list-style-type: none"> The sharing of information, experience, knowledge and ideas is encouraged Less experienced staff are provided with direction and support where required
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> Take responsibility for keeping self-free from harm. Follow safe working procedures. Report incidents and hazards promptly and suggest remedies where appropriate. Know what to do in the event of an emergency. Co-operate in implementing rehabilitation plan. 	<ul style="list-style-type: none"> Health and safety guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Manager Business and Operations	✓	✓	✓	✓		✓
	Executive Director	✓	✓	✓	✓		✓
	Managers and Workstream Leads within the Programme and wider Branch	✓	✓		✓		
	Shared services staff including communications, legal, finance, HR and IT	✓	✓		✓		
	Local Government Branch Strategy and Performance Manager and team	✓	✓		✓		
	Organisational Strategy and Performance Branch, including: Strategy and Planning, Enterprise Portfolio Management Office, Risk and Audit	✓	✓	✓	✓		
	Organisational Capability and Services (OCS) Branch (related to the Grant Management System)	✓	✓		✓		
External	Minister of Local Government, other Ministers, and staff of Ministerial offices	✓			✓		✓
	Government departments and Agencies	✓	✓		✓		
	Local Government Sector and peak bodies, including LGNZ and Taituarā	✓	✓		✓		
	Iwi/Māori groups	✓	✓		✓		
	Consultants and contractors on business development and change initiatives	✓	✓		✓		

Your delegations	
Human Resources and financial delegations	Z
Direct reports	Nil

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 Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Problem solving • Critical thinking • Interpersonal savvy • Navigating complexity • Communicating with influence • Technical and specialist learning 	<p>Experience:</p> <ul style="list-style-type: none"> • providing high quality analysis and effectively applying the outcomes of research, evaluation and monitoring • with public sector machinery of government, including procurement, HR, reporting and performance management in the public sector • experience in working with Ministers, Ministers’ offices and local government • experience in using project management disciplines and leading various projects • working with a changeable work programme, managing a variety of work items that have varying complexity and timeframes • collecting and co-ordinating information from a variety of sources and influencing internal and external stakeholders • providing advice to internal audiences, including senior management teams, that is tailored for the purpose and audience • with developing and implementing business improvement initiatives / activity • mentoring less experienced staff <p>Knowledge:</p> <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 • Strong knowledge of government processes and working effectively with Ministers and local government <p>Skills:</p> <ul style="list-style-type: none"> • Excellent communications skills (written and oral) with the ability to communicate with credibility and convey complex information to a range of audiences • Ability to manage ambiguity and confidently use initiative when dealing with a broad range of complex, evolving information • Strong organisational skills to be able to work under the pressure of multiple demands without compromising quality or delivery

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none">• Excellent analytical skills and innovative thinking• Provide high quality advice on complex and controversial matters• Construct conceptual frameworks to assist analysis and the assessment options• 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• Ability to work with internal and external stakeholders to manage budget and relationships• Attention to detail <p>Other requirements:</p> <ul style="list-style-type: none">• A relevant tertiary qualification is preferred, ideally in management, business studies, policy, law, economics or accounting• A proven aptitude for working in a highly collaborative, supportive and energetic manner