

POSITION DESCRIPTION

Position details

Position Title	Senior Advisor (Strategy and Governance)
Team/Branch/Group	Refugee Division / Settlement, Protection and Attraction / Immigration New Zealand
Location	Wellington
Date	October 2017

Our purpose

Our purpose is to grow the New Zealand economy to provide a better standard of living for all New Zealanders. To achieve this, we need a strong, high performing economy, where for example, people (workers, consumers and investors) are protected and aware of their rights and obligations; and the integrity of the environment is maintained.

As one of New Zealand's largest government agencies, the work we do impacts the lives of all New Zealanders. We work to increase household incomes by helping businesses to be more productive and internationally competitive, increasing opportunities for all New Zealanders to participate in the economy through improved job opportunities, and by ensuring quality housing is more affordable.

This is all echoed in our Māori identity – Hikina Whakatutuki – which broadly means “lifting to make successful”.

How we work

Our aspiration is that MBIE is a great place to work where great work gets done.

We believe in harnessing the potential of our people and the diverse skills and life experiences they bring to MBIE.

Our targets are challenging and require us to work with others, and across the Ministry (making the most of our size and scope).

Our people will need to adopt a generous disposition and actively seek out opportunities to be purposely collaborative across MBIE. This means asking ‘why not?’ instead of ‘why?’, and leveraging off the collective that is MBIE in the pursuit of goals that stretch right across teams, branches and groups.

We work across government, and New Zealand, in a way that enables us to expand and deepen our understanding of businesses and markets. We use our extensive presence across New Zealand and around the world to make and leverage domestic and global connections.

With our Crown entity partners we work collaboratively with other government agencies; local government; businesses; industry, sector, union and employer groups; consumer groups; Māori leaders; and scientists to develop and deliver fit-for-purpose policy, services, advice and regulation that support people, businesses, communities and regions to be successful.

As the lead agency for providing government services for business, we are focussed on making it easier for business to interact with government.

Our character

Shape	We shape the agenda by challenging the status quo, and by generating and adopting new ideas, to bring those ideas to life.
Collaborate	We support each other, engage early and proactively partner in pursuit of shared goals.
Deliver	We have a can do attitude, take ownership, act with purpose, urgency and discipline, take calculated risks, celebrate success and learn as we go.

Our structure

The Ministry comprises around 3,200 staff operating in New Zealand with a further 400 staff in overseas locations.

The Ministry has seven business groups: Building, Resources and Markets; Corporate, Governance and Information; Finance and Performance; Immigration New Zealand; Labour, Science and Enterprise; Market Services; and the Office of the Chief Executive.

The Senior Business Advisor (Strategy and Governance) position reports into the National Manager Refugee Division in the Immigration New Zealand group.

The branches in this group are:

- Business Strategy & Governance
- Compliance, Risk & Intelligence
- Service Design & Performance
- Settlement, Protection & Attraction
- Visa Services

Position purpose

The Senior Advisor (Strategy and Governance) provides strategic support to the National Manager, Refugee and Protection in the leadership for the whole of Government New Zealand Refugee Resettlement Strategy (NZRRS). The role provides the coordination, management and support for the implementation of the Strategic priorities and initiatives through the work programme agreed by the NZRRS Governance groups. In addition the role provides analysis and advice for developing and progressing strategic priorities and initiatives including coordinating input and consultation across government agencies.

The Senior Advisor (Strategy and Governance) contributes to the work of the National Manager's Office through supporting the National Manager with advice to Ministers and Senior Management on the strategic priorities and delivery of the Strategy and strengthening the national engagement with government agencies and key stakeholders.

The Senior Advisor (Strategy and Governance) will also support the National Manager and Principal Advisor in managing the international relationships and policy initiatives across the range of refugee/asylum seeker issues including ATRC, UNHCR and M5.

The Senior Advisor (Strategy and Governance) is responsible for ensuring quality and consistency of analysis, advice and for leading the programme management practices and their contribution to the team's overall work.

Key relationships

- Ministers and staff in Minister's offices
- Staff in other government agencies
- Suppliers of goods and services
- NGOs
- International organisations
- Resettlement partners within ATRC and IGC
- Stakeholders
- Members of the Senior Leadership team
- All managers and staff in SPA
- All managers and staff in MBIE

Key accountabilities and deliverables

Responsibilities of this position are expected to change over time as the Ministry responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves. This includes performing any other reasonable duties as required.

Key accountability or deliverable	Indicators of success
Relationship management	<ul style="list-style-type: none"> • Develops effective working relationships with other MBIE managers and staff in order to transfer knowledge and learning from the team to the wider organisation • Builds and maintains effective relationships and partnerships with internal and external stakeholders, as necessary, in order to share best practice and to promote MBIE, its services and products • Is able to apply an outward-looking approach to building relationships with key stakeholders, understands their different perspectives and is able to manage differences of views and reflect them in advice • Engages with and influences government agencies and refugee settlement providers to drive the strategic priorities for the implementation of the NZRRS • Engages and influences actors within and across the refugee sector, including local Government, chambers of commerce and employers to increase regional leadership in refugee settlement and ownership of the NZRRS • Engages with refugee communities to ensure they have an understanding of the priorities and the initiatives being implemented through the NZRRS
Policy analysis and advice	<ul style="list-style-type: none"> • Ensures policy, programme design and NZRRS strategic implementation advice is based on high-quality, up-to-date information from New Zealand and overseas. This includes: <ul style="list-style-type: none"> ○ Synthesising and reporting on refugee settlement and integration issues ○ Accessing primary and secondary research products from other sources ○ Undertaking environmental scans and stocktake exercises ○ Data analysis and summary report drafting • Drafts discussion documents and analyses findings from consultations • Provides strategic advice and options to the NZRRS governance and advisory groups • Is able to use judgement to identify and assess policy options against the desired outcomes, identifying their cost-effectiveness, impact, risks, mitigation strategies, dealing comfortably with uncertainty and making innovative, practicable and durable recommendations without the total picture • Is able to navigate effectively and flexibly through standard policy advisory processes and Cabinet requirements

Key accountability or deliverable	Indicators of success
Project management and reporting	<ul style="list-style-type: none"> • Provides leadership for the planning and implementation of the work programme agreed by the Governance arrangements including project planning and coordinating the contribution and support from other agencies across government • Uses project planning and management techniques to effectively carry out the agreed programme of work using initiative to resolve conflicts, manage risks and coordinate work with others • Develops and maintains key programme documents (e.g. programme/project plans, TOR, risk registers, communications and stakeholder engagement plans, etc.), updating these in consultation with stakeholders as required • Undertakes regular progress reports and escalates any issues or risks to the appropriate level • Develops and contributes to planning and reporting by the Refugee Unit by: <ul style="list-style-type: none"> ○ Participating in processes for the strategic development of business plans for the Unit ○ Participating in processes for the identification of strategic work priorities across the Unit ○ Providing information for the compilation of reports to meet internal and external reporting requirements • Leads work with other parts of the organisation and government departments to deliver key programme activities and milestones
Work management	<ul style="list-style-type: none"> • Works with some guidance on the overall policy and strategic objectives • Leads multiple pieces of work concurrently; actively and independently plans and manages workload • Takes a leadership role in cross-MBIE and cross-Government projects, including policy projects • Chairs and contributes to meetings, including where matters are complex or sensitive, requiring negotiation or solutions
People leadership	<ul style="list-style-type: none"> • Leads project teams and understands and utilises the capability of team members to deliver high quality project outputs • Provides intellectual leadership by bringing new ideas and knowledge to policy and strategic discussions and leads strategic conversations • Provides supervision, guidance, coaching and mentoring and on-the-job training to other members • Participates as an active member of the team and contributes knowledge and expertise needed to achieve the outcomes sought • Contributes to the performance of the team through peer review and quality control including projects and tasks the Senior Advisor is not leading
Safety and wellbeing <i>Manages own personal health and safety, and takes appropriate action to deal</i>	<ul style="list-style-type: none"> • Manages own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents. • Ensures own and others' safety at all times. • Complies with relevant safety legislation, policies, procedures, safe systems

Key accountability or deliverable	Indicators of success
<i>with workplace hazards, accidents, incidents and near misses</i>	<p>of work and event reporting.</p> <ul style="list-style-type: none"> • Reports all incidents/accidents, including near misses in a timely fashion.

Competencies	
Cultivates Innovation	<p>Shape the agenda, creating new and better ways for the organisation to be successful, by</p> <ul style="list-style-type: none"> • Coming up with useful ideas that are new, better or unique • Challenging the status quo • Introducing new ways of looking at problems • Generating and adopting new and creative ideas, and putting them into practice • Encouraging diverse thinking to promote and nurture innovation
Nimble Learning	<p>Actively learn through experimentation when tackling new problems, using both successes and failures as learning fodder, by</p> <ul style="list-style-type: none"> • Learning as we go, when facing new situations • Experimenting to find new solutions • Taking on the challenge of unfamiliar tasks • Extracting lessons learned from failures and mistakes • Being flexible and responsive to changes in requirements • Identifying personal learning opportunities • Finding own solutions where possible
Collaborates	<p>Support others, building partnerships and working collaboratively with others to meet shared objectives, by</p> <ul style="list-style-type: none"> • Working co-operatively with others across MBIE, the public sector and external stakeholder groups to achieve shared objectives • Balancing competing interests and priorities appropriately and in line with MBIE's priorities • Identifying, engaging early and partnering with relevant stakeholders to get work done • Crediting others for their contributions and accomplishments • Gaining trust and support of others. • Addressing behaviours that do not align with our culture • Seeking and respecting the views and opinions of others • Providing timely and helpful information to others across the organisation
Customer Focus	<p>Build strong customer relationships and delivering customer-centric solutions, by</p> <ul style="list-style-type: none"> • Gaining insights into customer needs • Delivering quality, accurate, timely service and customer focussed solutions • Identifying opportunities that benefit the customer and will improve service delivery • Building and delivering solutions that meet customer expectations • Establishing and maintaining effective customer relationships • Pro-actively partnering in pursuit of shared goals. • Actively seeking and responding to customer feedback
Action Oriented	<p>Take on new opportunities and tough challenges with purpose, urgency and discipline, by</p> <ul style="list-style-type: none"> • Readily taking ownership and action on challenges, without unnecessary planning, and being accountable for the results • Identifying and seizing new opportunities • Displaying a can-do attitude in good and bad times, and celebrating success • Stepping up to manage tough situations and encouraging my colleagues to do the same
Decision Quality	<p>Make good and timely decisions that keep the organisation moving forward, by</p> <ul style="list-style-type: none"> • Making sound decisions, even in the absence of complete information • Relying on an appropriate mix of analysis, wisdom, experience and judgement to make valid and reliable decisions • Considering all relevant factors and using appropriate decision-making criteria and principles, taking calculated risks where required • Recognising when a quick 80% solution will suffice, and when it will not

	<ul style="list-style-type: none"> Analysing information to make effective decisions in order to improve performance
Organisational commitment and public service	<p>Role models the standards of Integrity and Conduct for the State Services Contributes to the development of, and helps promote and builds commitment to MBIE's vision, mission, values and services, by</p> <ul style="list-style-type: none"> Willingly undertaking any duty required within the context of the position Managing own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents Understanding Equal Employment Opportunities (EEO) principles and the application of these to MBIE Complying with all legislative requirements and good employer obligations

Personal specifications

- Proven skill and ability in effectively managing complex relationships with a broad range of stakeholders and agencies is essential.
- Previous high performing experience as a senior advisor/senior analyst or senior policy advisor/senior policy analyst
- Demonstrated problem identification and solution skills, analytical ability, and the ability to develop innovative, viable and robust solutions to provide high quality products to meet the needs of Ministers, government agencies and other stakeholders
- Proven skill and ability in managing and delivering complex projects with multiple workstreams
- Demonstrated organisational skills and ability to meet deadlines and deal with competing priorities
- Excellent written and oral communications including facilitation, presentation and negotiation skills
- An understanding of the machinery of government and local government
- Experience working with international organisations and institutions, including experience working with international strategic policy is desirable
- A tertiary qualification in a relevant discipline

Other

- The ability to gain and maintain a national security clearance as required
- Must be a NZ citizen or hold a residence class visa (if the role is located in New Zealand)
- Must have the legal right to live and work in the country in which this position resides (if the role is located outside of New Zealand)