

POSITION DESCRIPTION

Position details

Position Title	Principal Policy Advisor
Team/Branch/Group	By Placement
Location	Wellington
Date	August 2016

Our purpose – grow New Zealand for all

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:

Office of the Chief Executive	Building, Resources & Markets,	Labour Science & Enterprise	Corporate, Governance & Information
Immigration New Zealand	Market Services	Finance & Performance	

Position purpose

The Principal Policy Advisor is a subject domain leadership position in MBIE. As part of the Policy team, the Principal Policy Advisor is responsible for supporting the overall capability of the team.

The Principal Policy Advisor is responsible for:

- Partnering with policy manager to drive the strategic policy agenda and set the direction for the team's policy domain
- Providing authoritative policy advice and leading programmes of work and project teams on complex and sensitive areas
- Effectively influencing on domain topics through engagement and communication with senior stakeholders
- Enhancing the overall capability of the team through guiding and mentoring senior advisors and advisors in their day to day work.

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.

Key accountability or deliverable	Indicators of success
Policy activities and tasks <i>Shapes domain/team strategic direction, leads programmes, guides and mentors, develops professionally:</i>	<ul style="list-style-type: none">• Partners with policy manager to drive the strategic policy agenda and set the direction in the team's policy domain• Leads complex policy programmes and projects requiring deep policy craft and/or technical expertise• Applies advanced frameworks and methods of analysis to identify policy problems, analyse the issues, and identify and assess the policy options• Applies advanced system, strategic and critical thinking, clear and logical reasoning and sound judgement to analyse policy issues• Critically synthesises information from a wide variety of domains, uses expert knowledge of the policy area and applies sound judgement to draw conclusions

Key accountability or deliverable	Indicators of success
	<ul style="list-style-type: none"> Integrates up-to-date information and evidence across relevant policy areas and disciplines to develop new insights and innovative policy solutions despite the imperfections and uncertainty of evidence Leads engagement with delivery agencies, stakeholders and government agencies on complex/sensitive policy issues and manages the landing of advice/proposals Drives the use of leading-edge qualitative and quantitative frameworks Communicates complex issues and concepts clearly and succinctly Provides authoritative policy advice that recognises the choices and constraints Ministers face, anticipates needs, predicts and plans for potentially controversial or politically sensitive issues, and presents frank advice even if that tests Ministers' views and preferences.
Work management <i>Plans and manages work, leads project teams, develops and maintains relationships with colleagues and stakeholders</i>	<ul style="list-style-type: none"> Uses project planning and management techniques to effectively carry out the agreed policy work, within the resources available and provides timely reports on progress Works with little guidance - identifies the overall policy objectives and seeks guidance where required and uses initiative to resolve conflicts, manage risks and coordinate work with others Leads multiple pieces of work concurrently and actively and independently plans and manages work load Takes a leadership role in cross-MBIE and cross-government policy projects Chairs and contributes to meetings, including where matters are complex or sensitive, require negotiation or solutions.
People leadership <i>Coaches and mentors, supports team capability development</i>	<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 leadership that engages and motivates others to succeed and develop, and proactively share knowledge and ideas Provides intellectual leadership by bringing new ideas and knowledge to policy discussions and leads strategic conversations in the policy area Provide supervision, guidance, coaching and mentoring and on-the-job training to team members Contributes to the performance of the team through providing peer review and quality control including projects and tasks that the Principal Policy Advisor is not leading.
Capability development <i>Seeks development opportunities</i>	<ul style="list-style-type: none"> Takes responsibility for own professional development of core, transferable policy skills and seeks opportunities to learn.
Relationship Management	<ul style="list-style-type: none"> Maintains relationships across a variety of functions and locations. Draws upon multiple relationships to exchange ideas, resources, and know how. Actively seeks to build and maintain a network of contacts Effectively influences` through engagement and communication with senior stakeholders on domain topic

Competencies

The Principal Policy Advisor is expected to be skilled in all areas (complexity, policy craft and influencing) and have advanced skills and the ability to lead in one of the following areas:

- Complexity
- Policy Craft

Role Specific

<p>Policy knowledge and skills</p> <p><i>Understands the policy domain and issues and the wider strategic context</i></p> <p><i>Understands leading edge qualitative and quantitative frameworks and is skilled in the use of appropriate analytical methods and evidence</i></p> <p><i>Manages and leads complex policy projects, and builds stakeholder relationships</i></p>	<ul style="list-style-type: none"> • Understands the strategic context, current policy agenda and priorities; is able to see policy issues in the wider context and applies foresight and judgement to identify what is important for the policy area in the medium and long term • Is able to build requisite knowledge for different policy issues quickly • Is able to draw on expert knowledge of the policy area as well as broad knowledge from other policy domains to critically assess information from a wide variety of sources and identify implications for policy analysis and advice • Is able to draw on advanced qualitative and quantitative frameworks, principles, tools and approaches and expert understanding of the range of techniques to monitor and evaluate policy performance • Has the intellectual capability to work with multiple complex ideas in parallel as well as being able to integrate multiple concepts and pathways and deal comfortably with ambiguity • Has the ability to manoeuvre comfortably through complex policy advisory processes and Cabinet requirements to achieve the desired outcomes for complex, sensitive or risky policy issues • Is an expert user of policy project management processes, has skill and experience to manage policy conflicts and understands how to assess risk and develop risk mitigation strategies • Is sensitive to how people and organisation function, deals comfortably with organisation politics and anticipates land mines and plans approach accordingly. • Is skilled at drawing on experience, evidence, wisdom, judgement and expertise to build policy capability of staff.
<h3>Organisational</h3>	
<p>Cultivates Innovation</p>	<p>Shape the agenda, creating new and better ways for the organisation to be successful, including 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
<p>Nimble Learning</p>	<p>Actively learn through experimentation when tackling new problems, using both successes and failures as learning fodder, including 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

	<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> A good tertiary qualification Must be a NZ citizen or hold a residence class visa. 	