



New Zealand Government

Position:	Chief Advisor
Children's Worker	No
Location:	National Office
Group:	
Reporting to:	Director Crown Secretariat
Issue Date:	December 2018
Delegated Authority:	None
Staff Responsibility:	No

Inquiry into Historical Abuse Cross-Government Crown Secretariat

The Government has established the Royal Commission of Inquiry into Historical Abuse in State Care and in the care of Faith based Institutions.

Crown Agencies involved in the state care of children will need to be ready to support the Royal Commission once it begins its investigations in 2019. The Social Wellbeing Board has agreed to a joined up approach across agencies, putting people dedicated to this work together, in a Crown Secretariat. The cross-government Crown Secretariat will lead the Crown's response to, and engagement with, the Royal Commission.

The Crown Secretariat will be accountable for the overall delivery of the Crown's response in collaboration with agencies. The Crown Secretariat will be responsible for:

- Developing and coordinating the delivery of the cross-government response work programme.
- Ensuring individual agency efforts are integrated and tracking to deliver the Crown's response.
- Acting as the Royal Commission's main point of contact with the Crown for information and response
- Wholeof-government communications on the Crown's response and work programme.

Close engagement with agencies (such as MSD, Oranga Tamariki, Health, Education, Police, Corrections, and Crown Law Office) will be required to deliver the work programme and Crown's response. The Crown Secretariat will work closely with other agencies, sometimes directly coordinating analysts from other agencies on particular streams of work.

Crown Secretariat members will require leadership, analytical, relationship management and commissioning skills.

Position Description Approved By:

Chief Executive, Oranga Tamariki

Date:/...../.....



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Purpose of the Position:

The Chief Advisor will work closely with the Director of the Crown Secretariat to form and deliver the cross agency work programme, and manage the Secretariat. You will be responsible for shaping and leading workstreams within the programme. You will also provide the thought and strategic leadership across the overall government response to the Inquiry.

In this position you will develop and deliver the Crown's overall response to the Inquiry, in collaboration with other senior officials. You will directly advise the Social Wellbeing Board and Ministers on the development of the Crown's response, its execution and implications for the Crown. You will lead engagement with government agencies, brokering and convening cross agency working groups, bringing together expertise and knowledge to deliver on workstreams and provide advice. You will drive relationship management and develop networks at a senior level.

The Director Crown Secretariat will assign work to the Chief Advisor according to the work programme and other projects or priorities. In their work, the Chief Advisor is expected to form sound working relationships with colleagues and staff in the Crown Secretariat, including mentoring more junior staff. Forming good networks and relationships with staff in other agencies is also a key part of this role.

Key Working Relationships

- Director Crown Secretariat
- Staff in the Crown Secretariat
- Ministers and their offices
- Social Wellbeing Board
- Royal Commission Executive Director
- Chief Executive Oranga Tamariki
- Chief Executive MSD
- Members of the Leadership Teams (the CE and other DCEs) of MSD and OT
- Representatives in Ministries, Government Departments, Central Agencies and Crown Entities and their Chief Executives

Key Accountabilities:

Key Result Area	Accountabilities
Stakeholder Engagement	<ul style="list-style-type: none">• Develop and maintain active relationships with relevant agencies and other key stakeholders.• Provide high quality information and advice on the Historical Abuse Inquiry to government agencies.



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Work programme	<ul style="list-style-type: none"> • Lead the programme of work for the Crown Secretariat's support for the Inquiry across the contributing agencies through sound programme management. • Led workstreams within the work programme in collaboration with other agencies • Establish and maintain systems and processes to ensure the tracking of requests, records, reports and advice to the Royal Commission. • Contribute to other areas of the work programme as agreed with the Director in accordance with the needs of the Crown Secretariat.
Policy development	<ul style="list-style-type: none"> • Represent the Crown in the policy development process including taking part in, and leading inter-agency working groups. • Develop and maintain effective networks with policy experts both within New Zealand and overseas. • Maintain a high standard of personal integrity in all matters and ensure processes and protocols are followed.
Strategic perspective	<ul style="list-style-type: none"> • Develop a broad overview of issues across the Crown Secretariat and the Crown response • Take a system view of issues and in developing the Crown response, identifying wider implications for the social services sector, care systems and the public service.
Enhancing System Performance	<ul style="list-style-type: none"> • Provide sector leadership - leverage strong relationships with a range of senior leaders across public, and / or not-for-profit sectors to deliver sector and customer outcomes; and takes a systems approach to issues.
Managing Work Priorities	<ul style="list-style-type: none"> • Manage and deliver on work priorities, using sound work management practices to prioritise, manage and deliver on work commitments. • Take a balanced approach to proactive and reactive work priorities.
Achieving through others	<ul style="list-style-type: none"> • Empowers and delegates to others to ensure effective delivery of tasks to achieve the required outcome. • Maintains oversight of the team's work load to ensure delivery, and manage any emerging or conflicting issues.
Leading at the political interface	<ul style="list-style-type: none"> • Viewed as a trusted senior advisor to political representatives by showing a deep understanding of government structures, political processes, and their role in these; develops effective relationships with political representatives; interprets and represents the Crown Secretariats' view on issues. • Influence political representatives - proactively advise political representatives across diverse and politically sensitive government priorities. • Navigate diverse political issues – provide guidance to other staff and proactively anticipates Government concerns regarding organisational priorities.
Risk Management	<ul style="list-style-type: none"> • Identify any key risks and take appropriate mitigation action to minimise their impact. • Identify financial and contractual risks and ensure sound processes and systems



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	<p>are in place to manage those risks</p> <ul style="list-style-type: none"> • Keep the Director Secretariat and CEO informed of any risk issues that may impact on the Crown Secretariats reputation or ability to achieve its objectives.
Health, Safety and Security	<ul style="list-style-type: none"> • Ensure health, safety and security policies and procedures are understood, followed, implemented.

Technical Skills and Experience:

Essential	<ul style="list-style-type: none"> • Experience at a senior level in a large complex organisation. • Leadership of regulatory, governance and policy implementation programmes of work. • Stakeholder engagement and development of networks at a senior level. • Experience in cross-functional leadership including the ability to gain the support of key stakeholders across multiple levels.
Desired	<ul style="list-style-type: none"> • Understands the way a Royal Commission of Inquiry works. • An understanding of issues particular to this Royal Commission, including social issues, abuse and justice • • Sound knowledge of government, public sector delivery structures and systems. • Understanding of Te Tiriti o Waitangi and its implications in matters relating to the royal Commissions' engagement with Maori stakeholders and the partnership values that flow from Te Tiriti.

Attributes/success factors

- Strong relationship manager
- Strategic thinker
- Analytical in approach
- Understands complex and sometimes ambiguous themes
- Strong communicator
- Determined/resilient
- Flexible, adaptable and pragmatic
- Open-minded
- Forward thinking
- Reflective
- Team Player
- Problem Solver
- Results orientated