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| Senior Advisor Governance |

## About us

Our agency’s purpose is to shift the system using data and evidence, so that the system invests earlier and more effectively to improve the lives of New Zealanders.

### Our values – how we do things around here



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| **Tāngata** We’re about people | **Manawa Māui** We are a catalyst for change | **Taunakitanga**We influencethrough evidence | **Puaretanga**We’re transparentby nature |
| It’s about people. They will do better, sooner and for longer, when we partner with others to develop and deliver services. | We challenge the status quo constructively and seek better ways of doing things. | We use evidence to influence positive change for New Zealanders. | We will share what we’re doing, how we’re doing it, and what we learn |

## About working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa
i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake 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.

## About the position

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| The purpose of this position |
| ​​​The Senior Advisor Governance ensures effective governance systems, secretariat services, and assurance support for the Board and Executive Leadership Team. The role enables informed decision-making by coordinating agendas, meetings, and communications, while fostering strong relationships with stakeholders across the social sector. It also supports risk, assurance, procurement, and internal audit functions, contributing to transparency, accountability, and continuous improvement across the agency. |
| Team and location | Wellington, Risk, Assurance and Governance |
| Reporting to | Manager Risk, Assurance and Governance |
| Salary band | Band 17: $106,760 - $150,720Starting salaries are negotiated based on relevant skills and experience, with offers generally made between $106,760 - $125,600 |

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| What you will do to contribute |
| **Governance*** Establish and maintain comprehensive systems to support Board and ELT governance and operations, ensuring seamless interaction for both groups.
* Ensure the Board, Minister, and ELT are well-informed through a strategic approach to meetings and engagements.
* Provide best practice advice and support delivery management to enable the Board and ELT to provide independent advice and assurance to Ministers.
* Maintain strategic awareness of social sector developments and identify opportunities for Board and ELT consideration.

**Secretariat Operations & Meeting Management*** Prepare and distribute Board and ELT agendas and coordinate paper contributions.
* Oversee comprehensive meeting logistics, with support from the Senior Administrator.
* Take, prepare, and distribute accurate meeting minutes and distribute packs.
* Oversee fee payments and administrative processes for Board members with support from the Senior Administrator.
* Ensure all ELT and Board support processes and systems operate effectively and efficiently.

**Stakeholder Relationship Management*** Build and maintain strategic relationships with Board members, ELT, Agency staff, and social sector stakeholders.
* Maintain communication protocols and relationship management frameworks.
* Foster collaborative partnerships across the social investment ecosystem.
* Represent the Board secretariat function in cross-agency forums and networks.

**Administrative Coordination & Support*** Work collaboratively with SIA administrative staff to support integrated support systems.
* Drive continuous improvement in secretariat processes and Board/ELT support functions.
* Provide high-level support to Risk, Assurance and Governance colleagues.
* Ensure an integrated approach to administrative functions that support the RAG team’s effectiveness.
* Manage complex scheduling and coordination requirements across multiple stakeholders.

**Privacy*** Support the creation and implementation of policies, tools, and processes to embed privacy into daily operations and build a privacy-conscious culture.
* Support Agency adherence to privacy legislation and codes and provide advice to manage risks associated with complex privacy issues.
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| **Risk Advisory*** Support provision of risk advice to SIA on emerging risks and opportunities.
* Support the integration of risk management into planning.
* Provide support for risk related projects with cross functional teams as directed by the Manager Risk, Assurance and Governance.
* Monitor environmental, legislative and policy shifts that may impact SIA priorities and support preparation for and analysis of emerging risks and opportunities.

**Procurement Support*** Support provision of procurement advice to SIA.
* Support procurement planning and delivery.

**Internal Audit*** Support the development and delivery of the annual assurance plan and internal audit reviews.
* Track and analyse audit findings, ensuring timely resolution and learning.
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| **Risk management*** Actively identify and manage role or practice level risks, including escalation of risks and issues when necessary.
* Ensure that analysis, data, and information supplied is accurate and verified.
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| **Health and safety*** Take responsibility for meeting SIA’s obligations for workplace health and safety.
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## About you – what you will bring specifically

### Qualifications

* Relevant tertiary qualification and/or experience in a similar role

### Experience and knowledge

* ​​Prior experience working in a Secretariat role with some exposure to Risk and Assurance.
* ​​​A deep understanding of the principles of best practice communications, messaging, and engagement.
* ​Experience in managing and mitigating risks, delivering advice, and influencing others.
* ​Experience in working under pressure to deliver high quality advice and support within tight timeframes.
* ​Politically savvy.
* ​Strong relationship management skills with experience in leading delivery of cross sector pieces of communications and engagement.
* ​An understanding of the principles of Te Tiriti o Waitangi in order to embed these through SIA risk and assurance practices, policies and processes.
* ​Proven and sound interpersonal skills.
* ​Results-oriented and ability to work to changing deadlines​

### Characteristics

* Engaging others – connects with others, listens, reads people and situations, communicates tactfully.
* Achieving ambitious goals – committed and tenacious, ambitious.
* Curious – thinks analytically and critically, displays curiosity, mitigates analytical and decision-making biases.
* Honest and courageous – shows courage, shows decisiveness, leads with integrity.
* Resilient – displays resilience, demonstrates composure.
* Self-aware and agile – encourages feedback on own performance, can self-assess, adapts approach, shows commitment to development.
* Knowledge and understanding of Mātauranga Māori and tikanga.

### Capabilities

* Communicates clearly – tailors messages so they are clear, succinct, and resonate with their different audiences.
* Supports organisational performance – suggests and acts on opportunities to do things differently and improves processes to achieve gains in effectiveness and efficiency.
* Builds relationships – builds internal relationships by contributing to their team, working collaboratively with others across the organisation and taking an organisation-wide view. Builds external relationships and interacts effectively with customers and other external stakeholders.
* Inclusive – welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
* Shows political awareness – displays an understanding of the essentials of how the government and the public sector work and ensures that written documentation and verbal presentations reflect relevant political sensitivities.
* Manages and delivers on work priorities – plans and organises self to deliver work commitments to required timeframes and quality standards.
* Develops others – shares own experiences and learning and demonstrates and teaches specific technical skills.

### Other requirements

* Willing to take on responsibilities (within limits) outside the prescribed position description.