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| Advisor Office of the Chief Executive |

## About us

### Our purpose – what we do matters

Together, we can understand and do more of what works, for better lives.

The Social Wellbeing Agency is a catalyst for change. We apply our skills to build evidence about what works for whom, to improve decision-making and create positive change.

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



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| **Tangata** We’re about people | **Manawa Māui** We are a catalyst  for change | **Taunakitanga** We influence through evidence | | **Puaretanga** We’re transparent by nature | |
| People will do better, sooner and for longer, when the social system works in partnership, acting on better evidence to develop and deliver services. | We challenge the status quo constructively and seek better ways of doing things. We help create change to improve lives through different approaches. | | 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 Office of the Chief Executive group provides strategic advice and support to the Chief Executive across a broad range of areas. It provides high quality and fit for purpose support to Ministers, the SWB and Social Wellbeing Committee and leads SWA’s strategic narrative by leading delivery of external and internal communications.  The Advisor Office of the Chief Executive undertakes a range of activities to support the Office of the Chief Executive including delivery of ministerial services, responding to and managing ministerial and official correspondence for the Social Wellbeing Agency (SWA). This position also supports the Social Wellbeing Board (SWB), ensuring that the Chair of the Board and board members can carry out their roles effectively. | |
| Reporting to: | Director, Office of the Chief Executive |
| Salary Band: | Band 15: $70,500 - $82,900 – $99,500 Starting salaries are offered based on relevant skills and experience and are generally made between 85-100% of the band. |
| Team and Location: | Office of the Chief Executive, Wellington |

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| What you will do to contribute | As a result we will see |
| **Ministerial Services**   * Respond to, coordinate and manage official ministerial correspondence, reports and requests such as OIA’s and PQ’s, and statutory reporting requirements. * Provide support across the Agency to enhance capability in process and practice. * Support the delivery of ministerial processes, standards and guidance. * Write reports and other documents, such as budget bids, to support SWA. * Coordinate and prepare SWA input into the Select Committee processes, FEC, and Estimate questions including responses to questions and follow up work in consultation with the appropriate stakeholders. * Work with the Senior Ministerial Advisor / Private Secretary to undertake activities related to SWA’s organisational and statutory reporting requirements. * Administration of Cabinet for SWA. | * Ministerial processes, standards and guidance are high quality, compelling, easy to understand and delivered well. * Official ministerial correspondence is responded to in a timely and accurate manner. * Statutory reporting requirements are met in a timely and accurate manner. |
| **Secretariat**   * Support SWA to carry out the role of Secretariat to the Social Wellbeing Board and other officials groups as needed;   + Preparing and distributing Board agendas, calling for papers and supporting officials contributing papers, taking and distributing minutes.   + Managing all logistics associated with the Board meetings with the Board Chair’s and members’ executive managers as needed, including an annual retreat.   + Coordinating SWB updates to the Social Wellbeing Committee and relevant Ministers. * Coordinate advice and related services as agreed with the Chair;   + Ensure any work commissioned by the Board meets expectations and meets public sector standards.   + Ensure the Board chair is prepared for any board related meetings including with the responsible Minister, Cabinet Committees and other relevant Ministers.   + Coordinate the drafting of papers, including Ministerial reports, as directed by the Board.   + Contribute to the work of SWA and SSC as directed by the SWA CE and the Board Chair.   + Manage any OIA requests and other Ministerial requests related to the work of the Board.   + Keep abreast of relevant government priorities not within the Board’s work programme.   + Coordinate the drafting of a monthly report to the responsible Minister on the work of the Board.   + Support the development of an annual work programme and meetings schedule and secure approval from the Board and the responsible Minister. | * Efficient and effective delivery of all executive support and administrative support to the Chair and Board. * Events are well planned and implemented for the Chair and Board. * Efficient and effective delivery of all executive support and administrative support to the Chair and Board. * Chair and Board are well informed and prepared for meetings, any government priorities. * Reporting, documentation and information is maintained and confidential. * Records management support provided, working effectively with Chair and Board. * The annual work programme and meeting schedule is agreed. |
| **Relationship Management**   * Consult and work proactively with those key internal and external stakeholders and partners. * Develop and maintain with key internal and external stakeholders. | * Stakeholders are well informed on progress with work activities. |
| **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. | * Role level risks are identified and managed appropriately. * Independent assurance that the Agency is operating and accounting for performance in an appropriate and transparent manner. |
| **Health and Safety**   * Take responsibility for meeting the Agency’s obligations in workplace health and safety. | * Observing the Agency’s health and safety procedures. * Participating in health and safety initiatives and training where appropriate. * Providing suggestions for improvement of health and safety. * Reporting incidents and hazards promptly. * Know what to do in the event of an emergency. |

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| Who you will work with to get the job done | | Advise | Collaborate with | Influence | Inform | Manage/ Lead | Deliver to |
| Internal | Chair of Social Wellbeing Board | ✓ | ✓ |  | ✓ |  | ✓ |
| Board Members of SWB | ✓ | ✓ |  | ✓ |  | ✓ |
| Chief Executive and SWA Executive Leadership Team | ✓ | ✓ |  | ✓ |  | ✓ |
| All other people employed/engaged in the Social Wellbeing Agency | ✓ | ✓ |  | ✓ |  | ✓ |
| External | Social Sector Government agencies | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| Ministers | ✓ | ✓ |  | ✓ |  | ✓ |
|  | Non-governmental organisations and private sector providers of front-line social services, analytics, data, policy advice, insights and research |  | ✓ | ✓ | ✓ |  | ✓ |

## About you – what you will bring specifically

### Experience and knowledge

* Relevant tertiary qualification or working towards one, or relevant experience
* Ability to deliver high quality writing, plain English editing and proof-reading
* Relevant experience providing senior executive/board support
* Experience in a government context and good understanding of machinery of government
* Understanding of the OIA and parliament processes.
* Ability to build and maintain good relationships

### 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.

### Capabilities

* Implements strategy - aligns their work with strategic objectives and SWA’s vision.
* Communicates clearly - tailors messages so that 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 internal relationships - contributes to their team and works collaboratively with others across the organisation and takes an organisation-wide view. Builds external relationships - 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 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 - share own experiences and learning’s and demonstrate and teach specific technical skills.

### Other requirements

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