# Ministry of Social Development logo

# Deputy Chief Executive Advisor

# Strategy and Insights

## Our purpose

**Manaaki tangata, Manaaki whānau**

We help New Zealanders to be safe, strong and independent

## Our commitment to Māori

As a **Te Tiriti o Waitangi** partner we are committed to supporting and enabling Māori, whānau, hapū, Iwi and communities to realise their own potential and aspirations.

## Our strategic direction



## Our Values



## 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.

## The outcomes we want to achieve

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| --- | --- | --- |
| New Zealanders get the support they require | New Zealanders are resilient and live in inclusive and supportive communities | New Zealanders participate positively in society and reach their potential |

## We carry out a broad range of responsibilities and functions including

* Employment, income support and superannuation
* Community partnerships, programmes and campaigns
* Advocacy for seniors, disabled people and youth
* Public Housing assistance and emergency housing
* Resolving claims of abuse and neglect in state care
* Student allowances and loans

## **He whakataukī\***

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| --- | --- |
| Unuhia te rito o te harakeke  Kei hea te kōmako e kō?  Whakatairangitia, rere ki uta, rere ki tai;  Ui mai ki ahau,  He aha te mea nui o te ao?  Māku e kī atu,  He tangata, he tangata, he tangata\* | If you remove the central shoot of the flaxbush  Where will the bellbird find rest?  Will it fly inland, fly out to sea, or fly aimlessly;  If you were to ask me,  What is the most important thing in the world?  I will tell you,  It is people, it is people, it is people |

\* We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī

## Position detail

### Overview of position

The Deputy Chief Executive (DCE) Advisor provides high quality expert advice and support to the DCE Strategy and Insights, and the Director, Office of the DCE across a broad range of areas including:

* Risk and issues management
* Relationship management and communications advice.
* Strategy planning and development
* Process improvement initiatives
* DCE areas of accountability

The DCE Advisor will work collaboratively with the Strategy and Insights Leadership Team and their staff to provide management and delivery support to the DCE. In addition, the DCE Advisor will provide issues management leadership, guidance and support as required.

The role requires excellent relationship management and communication skills, nous, and a functional understanding of the key issues facing MSD, the public sector and Government

The Strategy and Insights Group (the Group) leads the development and implementation of MSD’s strategy by:

* creating insights for effective decision making
* focusing resources on the right investments
* understanding and evaluating performance.

### Location

National Office, Wellington

### Reports to

Director Office of the Deputy Chief Executive

## Key responsibilities

### DCE Executive Management Support

* Provide risk and issues management assistance to the DCE including identifying, managing, monitoring and mitigating risk and issues in relation to financial, people and operational, strategic, organisational aspects of the business group service line
* Provide assistance to the DCE in the development, administration and co-ordination of special projects, policy and procedure, and other ad hoc matters as required
* Maintain, and where appropriate and as required enhance, systems, procedures, processes, and protocols in relation to the management of the DCE’s office and activities
* Manage the workflow, and/or the responses to parliamentary questions, Select Committee responses, official information requests and Ministerial correspondence within the designated timeframes
* Provide representation of the DCE at forums, as requested, by way of gathering information and viewpoints, and/or presenting the DCE’s viewpoint and/or priorities on relevant issues and intentions
* Conduct regular research and scrutiny of internal and external sources of information for the purpose of collating and providing MSD with up to date details on Government sector planning, goals and outcomes
* Provide evidence based and policy analysis advice to the DCE on strategic, organisational and operational issues and on any other issues as requested.

### Relationship Management

* Build and maintain effective networks/relationships both within and beyond the Group
* Proactively deliver timely advice and highly professional support in accordance with established MSD frameworks across the organisation
* Identify common areas of interest emerging across stakeholders and proactively develop opportunities for collaboration.

### Strategy Development

* Take complex ideas / concepts and identify / turning these into practical action, including obtaining engagement, commitment and buy in from relevant stakeholders
* Undertake research, and analysis associated with key issues affecting MSD
* Proactively identifying capability improvement areas for the management team and develop effective solutions aimed at building capability
* Work with the DCE Strategy and Insights and the S&I Leadership Team in the development of S&I’s (the Group) Annual Business Plans and Programmes.

### Project Management

* Participate in or lead projects or initiatives, including the development of Value for Money / Shared Services opportunities
* Assist managers through the project governance and planning processes as required
* Represent the DCE interests on advisory groups as required, especially those that cross unit and service line boundaries.

### Business Enhancement and Process Improvement Initiatives

* Analyse current business practices and identify areas for improvement
* Work collaboratively with key stakeholders to design and evaluate options for improvement
* Ensure proposed changes are aligned with MSD policies and vision
* Facilitate and support implementation of changes.

### Governance Support and Process Development

* Provide business units with day to day support and guidance in respect of governance processes
* Develop and maintain a theoretical and practical understanding of best practice in relation to governance processes
* Identify gaps in the Group’s governance processes, analyse and recommend solutions in consultation with business units
* Support the development of enhanced governance processes
* Organise and provide secretarial support for the Group’s governance meetings (as required).

### Government / Ministerial Services

* Manage the provision of Executive papers leaving the Group (particularly Ministerial, Cabinet and Chief Executive papers, Parliamentary questions, Official Information Act requests, Select Committee questions and briefings).

### Leadership

* Maintain a high standard of personal integrity in all matters, as required by MSD’s code of conduct
* Actively encourage others to see the opportunities in change, and guide and support colleagues through change processes.

## Embedding te ao Māori

* Embedding Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at MSD.
* Building more experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi.

## Health, safety and security

* Understand and implement your Health, Safety and Security (HSS) accountabilities as outlined in the HSS Accountability Framework.
* Ensure you understand, follow and implement all Health, Safety and Security and wellbeing policies and procedures.

## Emergency management and business continuity

* Remain familiar with the relevant provisions of the Emergency Management and Business Continuity Plans that impact your business group/team.
* Participate in periodic training, reviews and tests of the established Business Continuity Plans and operating procedures.

## Know-how

* Extensive experience in providing advice and support to Senior Executives within the Public Sector
* Proven experience of managing complex relationships, both internally and externally, with the ability to establish credibility at all levels
* Proven project management experience, particularly in the management of multi-faceted, complex and multi-stakeholder projects
* Experience in the initiation, development and implementation of strategies/initiatives that align with organisational needs and long-term outcomes
* Demonstrated ability to stand apart from the immediacy of situations and take a broad or long-term view, foreseeing opportunities and developing workable solutions to problems
* An understanding of the strategic issues facing the Government and MSD
* Proven ability to work collaboratively and responsively in both Government and non-government settings
* Experience in a central government agency and understanding of the political system (conventions, structures, functions and objectives of Government) and the wider cultural, economic and social environment in which it operates
* Relevant business or technical qualification at a tertiary level or considerable professional experience
* A high level of computer literacy.

## Attributes

* Highly effective communication (oral and written) skills
* Strong relationship builder
* Excellent interpersonal skills
* Highly effective organisational and planning skills
* Exercises sound judgement and political sensitivity
* Experienced in problem solving and decision
* Strong client and community focus
* High level of environmental and organisation awareness coupled with political savvy
* Role models integrity and accountability
* Welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.

## Key relationships

### Internal

* Deputy Chief Executive, Strategy and Insights
* Director, Office of the Deputy Chief Executive, Strategy and Insights
* The Strategy and Insights Leadership Team and their staff
* Office of the Chief Executive
* Other Deputy Chief Executives
* Other senior managers and staff across MSD.

### External

* Central Agencies
* Ministers’ Offices
* Third party vendors and external consultants/contractors
* Other Government agencies and departments, as appropriate.

## Other

### Delegations

* Financial – No
* Human Resources – No

### Direct reports - No

### Security clearance - No

### Children’s worker - No

Limited adhoc travel may be required