# Ministry of Social Development logo

#  Senior Advisor Strategy and Performance

##  Strategy, Investment and Organisational Performance

## 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 harakekeKei 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 flaxbushWhere 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 purpose of the Senior Advisor is to provide technical leadership, high-level advice and quality assurance to ensure business groups have an up-to-date understanding of their obligations for delivering to strategy, planning, reporting and accountability processes.

The Senior Advisor will support the Principal Advisor and Manager to ensure the Ministry can develop and deliver its organisational strategy and ensure the Ministry’s planning, reporting and accountability processes are well integrated, and in line with best practice.

The Senior Advisor will engage with external stakeholders and internal stakeholders across the Ministry.

### Location

National Office

### Reports to

Manager Strategy, Performance, and Crown Entities

## Key responsibilities

### Relationship Management

* Build and maintain strong working relationships with relevant teams across the Ministry to enable the provision of strategy, planning and reporting related advice
* Contribute to building the strong reputation of Strategy, Investment and Organisational Performance across the Ministry
* Build and maintain effective working relationships with relevant stakeholders such as the Treasury, the [Te Kawa Mataaho Public Service Commission](https://www.publicservice.govt.nz/), Audit New Zealand, senior managers and staff, to ensure planning and reporting processes meet changing needs
* Effectively communicate and work with staff within the business groups to ensure planning and reporting processes meet changing needs.

### Strategy, Planning and Reporting

* Prepare and provide timely and practical advice to the Chief Executive and Leadership Team as required
* Provide technical leadership and best practice advice and support on strategy, planning and accountability processes
* Build the capability of business groups in relation to strategic planning, reporting, monitoring and performance measures and outcomes
* Develop and maintain environmental scanning processes to support and inform strategic decision making
* Develop and coordinate effective and efficient Ministry planning and reporting processes that are well aligned with the budget cycle, internal management processes and external reporting expectations
* Support the management of the integrated business planning process
* Ensures all accountability documents are presented on time and improved over time to meet the needs of both internal and external stakeholders (including Statement of Intent, Output Plan, Estimates, Quarterly and Annual Reports, and any periodic reports to the Ministers’ Office, Select Committee or other agencies)
* Coordinate the provision of information to Parliamentary Select Committees for the Estimates and Financial Review
* Develops quarterly reports to Ministers.

### Performance

* Develop and implement best practice non-financial performance measurement and reporting that promotes effective decision-making, evidence–based reporting and organisational learning including:
* Produce performance reports for the Leadership Team aligned with the Statement of Intent, Business group performance expectations and external reporting expectations
* Collate, analyse, interpret and advise on non-financial performance data to assist in the effective management of the organisation
* Ensure that non-financial performance measures and evaluation work meets both internal and external reporting requirements, particularly in relation to the Public Finance Act, the Public Service Act and Audit NZ
* Develop and implement engagement strategies to promote and enhance the capabilities of managers across the Ministry, ensuring business groups have an up-to-date understanding of their obligations for delivering to strategy, planning and accountability processes and best practice methodology is effectively embedded within the business
* Manage reviews and the improvement of systems and processes, overseeing the documentation of revised processes and provide leadership so business groups are able to effectively implement them
* Provide expertise and advice on the Government’s accountability and financial framework including overseeing the development of appropriate measures for the Ministry’s Votes and Output Classes
* Liaise with the Public Services Commission (PSC) to prepare and monitor the CE and DCE performance agreements and assessments.

### Research, Analysis and Projects

* Undertake research, analysis and project work to ensure that issues of critical organisational importance are identified
* Support the development of Ministry strategies to address identified issues.

### Project Management

* Provide the General Manager and Manager with support for projects as requested.

### Team Support and Individual Performance

* Provide coaching and guidance to the Advisors in all aspects of the role.
* Take on project management role, or roles in working groups within Strategy, Investment and Organisational Performance or in other parts of the Ministry.
* Contribute to development and management of knowledge within the team.
* Actively manages and plans own work programme.
* Provides input as required to the team and/or business unit plan.

## 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

* Tertiary qualification in a relevant discipline or equivalent operational experience is desirable
* Extensive experience in issue analysis and report writing
* Experience in supporting organisational strategic and business planning processes
* Sound knowledge of government processes (ministerial and Cabinet roles, Parliamentary processes, budget and public service management systems)
* Extensive experience in developing accountability documents and the role of Government
* Highly developed interpersonal skills with a demonstrated ability to relate to staff at all levels and an ability to develop working relationships on an individual basis as required
* Technical skills and the ability to communicate with Senior Managers
* Project management skills
* Familiarity with basic computer software and tools such as Word, Excel, Visio and PowerPoint.

## Attributes

* Sound analytical skills – clarity of thinking, defines problems well, gathers all necessary information and produces thorough, objective and methodologically sound advice
* Highly effective communication skills – able to communicate concisely and clearly in all medium, able to adapt style to meet the needs of the audience
* Strong relationship management skills – works effectively with all internal and external stakeholders to accomplish organisational goals
* Excellent interpersonal skills – uses appropriate style and methods to articulate the Ministry’s position and strategy on issues with accuracy and persuasion
* Results oriented – is motivated, persistent and delivers, takes actions to achieve goals, anticipates and deals with potential issues
* Demonstrated commitment to developing and maintaining skills and knowledge
* Exercises sound judgement and political sensitivity (high degree of political nous)
* Proven credibility, integrity and professionalism – demonstrates these characteristics at all times
* Strong work ethic – shows conscientiousness, drive and determination in all situations
* Demonstrates a pragmatic, adaptable, open-minded, reflective and forward-thinking style, is committed to learning and extending self and continuously seeks opportunities for different and innovative approaches to work.

## Key relationships

### Internal

* Ministry’s senior managers, including the Chief Executive and Deputy Chief Executives
* Deputy Chief Executives and General Manager Advisors
* General Managers and other Ministry staff.

### External

* Minister’s Offices
* Central Government agencies (in particular [Te Kawa Mataaho Public Service Commission](https://www.publicservice.govt.nz/) and Treasury)
* External agency managers and staff

## Other

### Delegations

* Financial – No
* Human Resources - No

### Direct reports - No

### Security clearance - No

### Children’s worker - No

Limited ad hoc travel may be required

**Position Description Updated: January 2025**