# Ministry of Social Development logo

# Principal Advisor

# 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 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 Principal Advisor position provides a senior non-management career option to ensure that the Ministry maintains a pool of high-level specialist expertise, skills, and knowledge.

The broad role of a Principal Advisor is to:

* Provide intellectual and strategic leadership for the work of the group
* Provide high-level specialist expertise, skills and knowledge for policy or knowledge-generating projects
* Address issues characterised by significant complexity, uncertainty, risk or to ensure that such matters are appropriately worked through and brought to an agreed outcome, and to mitigate any associated risks
* Lead or provide oversight for particularly critical or significant projects
* Constructively promote debate, the challenging of ideas and processes, and the integration of ideas and solutions from Strategy and Insights, the Ministry, and other relevant agencies
* Contribute a ‘whole of Ministry’ perspective to the work of the group
* Provide proven credibility and influence through relationships with key stakeholders both nationally and internationally
* Look for opportunities, take the initiative, make things happen
* Support and advise the General Manager Strategy, Investment and Organisational Performance and DCEs

### Location

National Office, Wellington

### Reports to

General Manager Strategy, Investment and Organisational Performance

## Key responsibilities

### Policy Analysis and Advice

* Intellectual subject matter expertise and leadership in a range of designated areas including specialist advice to the General Manager and Deputy Chief Executive
* Providing advice on the framing / objectives / direction / scope of policy or knowledge-generating projects and guidance on methodologies, techniques and procedures
* Providing oversight and ensuring integration of policy analysis / development / providing oversight and quality assurance for critical projects across the group
* Supporting other senior staff / managers in their output responsibilities
* Shows clarity of thinking and creates practical (do-able) recommendations and solutions with reasoning that stacks up
* Is a primary source of advice and guidance for others on complex or ambiguous analytical and process issues – helps solve big problems
* Has significant input into the work programme of the group, and the setting of goals and priorities
* Takes responsibility for anticipating and managing areas of opportunity and risk for the group and the Ministry as a whole
* Has a highly developed level of judgment regarding issues of process, communication, analysis, etc. Is used throughout the Ministry as a source of sound judgment, particularly on issues of high complexity and/or risk
* Is widely respected within the Ministry as a leader in their field/s of expertise, and is regularly consulted by others as a critical source of high level expertise, information and advice across a broad range of issues
* Contributes to team, Ministry, and public service goals and interests.
* Actively and confidently represents and promotes the Ministry as an intellectual leader in the area of social development
* Actively identifies and acts on opportunities to positively raise the profile and influence of the Ministry
* Gathers and shares the ‘bigger picture’ information the Ministry needs to perform its role effectively
* Adds substantial value to the group through their knowledge and experience of how to get things done.

**Policy Development**

* Representing the Ministry at a senior level both nationally and internationally
* Focuses on what the Ministry needs to do to satisfy future knowledge needs, and develops programmes to achieve this
* Adapts and sees opportunities. Thinks of things others may not have thought of
* Actively identifies future directions (risks and opportunities) for key knowledge and research programmes
* Is a primary source of advice within the Ministry and for other external groups on the needs and perspectives of their (internal and external) clients
* Is a significant reference point for others in generating new ideas, approaches, and opportunities
* Utilises their substantial expertise and institutional experience to assist others to navigate complex or ambiguous novel situations.

**Strategic Perspective**

* Making a significant contribution to the strategic direction of the group
* The completion of all duties and responsibilities in accordance with his/her personal performance and development agreement and as outlined in the work programme.

**Relationship Management**

* Establishing new relationships, and maintaining existing networks and relationships with policy, research and evaluation experts both within New Zealand and overseas
* Providing mentoring to staff
* Has developed a profile externally (through publications, presentations at quality forum, etc.) as a leader in their field/s of expertise
* Good national and international networks that benefit the Ministry, including the building of productive collaborative relationships with academic communities
* Has good working relationships with others and is able to influence the thinking of others through the quality of communication
* Applies their strong communication skills to the successful resolution of difficult or risky interactions.

**Leadership**

* Participating in or leading significant projects or initiatives including senior officials groups, stakeholders and project advisory groups, especially those that cross unit and group boundaries
* Takes a leadership role in defining the goals of the group, and supporting others to ensure these are achieved
* Motivates and manages others to achieve shared goals (including broad government goals as well as MSD goals)
* Plays a prominent coaching and education role within the group on technical, analytical and process issues.

**Project Management**

* Is instrumental in initiating and actioning new projects and programmes that contribute to the goals of the Ministry.

## 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

* Strong and credible reputation as a leader and achiever
* Comprehensive knowledge and proven international expertise in several areas of social policy / research
* Demonstrated commitment to developing and maintaining specialist skills and knowledge in own areas of expertise
* Ability to provide high quality, balanced analysis and advice on a range of specialist issues and/or on issues of the highest complexity within specified timeframes
* Ability to provide constructive feedback, drawing on a clear and proven understanding of the characteristics of high quality policy advice and/or policy-relevant research and evaluation reports
* Ability to promote and lead change
* Ability to contribute positively to an environment that attracts, motivates and retains high quality staff
* Tertiary qualification in a relevant discipline at a post graduate level or above
* Proven experience at a senior level in:
* Either the policy development / implementation processes, and in parliamentary processes and the workings of legislation
* Or research, evaluation or information analysis, and the integration of findings into the wider policy process
* Provides a strong positive role model for others in the Strategy and Insights group in terms of ability, attitude, and conduct. Models the professional qualities others aspire to having themselves
* Is motivated and persistent, and delivers
* Has a substantial track record of achievements
* Analytical skills
* Results-Oriented
* Innovation and Creativity
* Communication Skills
* Judgement
* Selects options well
* Contributes to collective interests

## Attributes

Demonstrated strengths in the following personal competencies:

* Conscientious
* Committed to learning
* Enjoys team work
* Demonstrates honesty and integrity
* Makes a positive contribution
* Constructive
* Self-motivated
* Determined/resilient
* Pragmatic
* Adaptable
* Open-minded
* Forward thinking
* Reflective

## Key relationships

### Internal

* General Manager Strategy, Investment and Organisational Performance
* Deputy Chief Executive Strategy and Insights
* Managers and staff within Strategy and Insights and across the Ministry.

### External

* Ministers’ Offices
* Policy and academic communities within New Zealand
* Representatives of social sector agencies and government departments
* Iwi networks, and Māori interest groups
* Local government and community groups
* International and overseas government agencies and other organisations with social policy interests.

## Other

### Delegations

* Financial – No
* Human Resources - No

### Direct reports - No

### Security clearance - No

### Children’s worker - No

Limited adhoc travel may be required

**Position Description Updated:** July 2024