



<b>Job Title:</b>	Kaitohutohu Matua   Senior Advisor
<b>Group:</b>	Whaktutukitanga ā-Whakahaere   Organisational Capability and Performance
<b>Reports to:</b>	Pou Whakahaere   Manager
<b>Location:</b>	Wellington
<b>Date:</b>	February 2021

## Our Role

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai orange o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hāpori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community, and guided by the core principles and values of the public service in our work.

Te Kawa Mataaho Public Service Commission (the Commission) leads the public sector to make a positive difference for New Zealand and New Zealanders. Our agency, which houses the Office of the Public Service Commissioner, Head of Service, sets the course, role models what good looks like, and leads the system to deliver the results and services that matter to New Zealanders.

Our purpose is to lead the public sector while protecting and enhancing the standards of integrity and conduct that are at the heart of what we do. Working with us is about being part of a small agile team, with a big ambition. Our ambition means we enable our people to push the boundaries and strive for better, while encouraging our colleagues across other agencies to do the same.

We look for people who are talented in many ways and can influence and inspire those around them. We are after people who embody the spirit of service and can deliver for the communities we work so hard for. We offer exciting career opportunities to gain breadth of expertise through work that reaches across the sector.

**Our mission is: we lead the public sector in the service of our nation.**

### **Position Purpose**

The Organisational Capability and Performance (OCP) group enables the Commission to deliver and perform at its best. Organisational health, continuous improvement of the operating model and modelling best practice for the Public Service are important parts of the Commission being ahead of the game, fit for the future and enabled to lead and serve. The group provides a range of corporate services including information technology, human resources, finance, property, planning and reporting, risk and assurance.

The Senior Advisor provides advice to the business and support to assist OCP Managers and deliver on key corporate initiatives. They work in a matrix structure, working flexibly across the group to support Managers in the development and delivery of work programmes and also project manage corporate initiatives. The Senior Advisor will have the flexibility and knowledge to contribute to one or more of the following portfolios:

- Planning and reporting – developing organisational plans and reporting against these
- Health and safety – developing and implementing the Commission’s health and safety programme
- Procurement – developing procurement plans and approaches and providing advice
- Risk and assurance – developing and implementing risk management approaches, the protective security requirements and internal controls awareness programme
- Any other corporate initiatives, as required

As a trusted influencer, the Senior Advisor will require strong relationship management skills to build productive working relationships across the Commission, with external parties and maintain relevant networks in other government agencies.

# Position Scope

## Key Dimensions

<b>Financial:</b>	Nil	Nil
<b>Human resources:</b>	Direct reports 0	Nil

## Key Accountabilities

Key Result Areas	Key accountabilities/expectations
<b>Strategy</b>	<ul style="list-style-type: none"><li>▶ Contribute the development of and maintain a performance framework that meets the Public Service Commission’s statutory obligations and provides measures that helps Commission’s monitoring its effective delivery of system improvement.</li><li>▶ Develop processes to ensure organisational reporting is integrated into regular work programmes and practice is consistent across the Commission.</li><li>▶ Lead the development of any updates or changes to the Commission’s performance framework and associated measures.</li><li>▶ Identify areas for improvement in reporting processes and systems and take the lead on implementation of improvement opportunities.</li><li>▶ Develop business cases for organisational and strategic projects.</li></ul>

Key Result Areas	Key accountabilities/expectations
<b>Delivery</b>	<ul style="list-style-type: none"> <li>▶ Work across the Organisational Capability and Performance (OCP) group to provide advice on reporting and coordinate regular reporting to the Leadership Team (LT) and the Minister for the Public Service.</li> <li>▶ Coordinate and contribute to quarterly organisational health reporting to LT.</li> <li>▶ Project manage and lead the production and publishing of the Commission's Annual Report.</li> <li>▶ Ensure the Commission regularly updates and publishes its strategic intentions and provide this to Parliament.</li> <li>▶ Assist with, coordinate or take the lead on providing responses to Select Committee questions, Estimates or Official Information Act requests.</li> <li>▶ Ensure effective tracking of agreed organisational performance measures as part of the Commission's performance framework.</li> <li>▶ Work effectively with the Social Wellbeing Agency (departmental agency hosted by the Commission) for input into accountability documents and to ensure the Commission meets its host agency responsibilities.</li> <li>▶ Manage high quality procurement processes that deliver tangible value to the Commission.</li> <li>▶ Lead and project manage a programme of corporate policy development and regular review of internal policies. This includes writing, developing and reviewing internal policies.</li> <li>▶ Provide secretariat support and advice for organisational governance arrangements as required.</li> <li>▶ Lead and manage projects for corporate initiatives as required.</li> <li>▶ Contribute to the broader work of the OCP group including imbedding new initiatives across Public Service Commission, working on cross Commission projects and representing Public Service Commission on external advisory groups.</li> <li>▶ Develop and maintain collaborative and constructive working relationships with external and internal stakeholders.</li> </ul>

Key Result Areas	Key accountabilities/expectations
<b>System</b>	<ul style="list-style-type: none"> <li>▶ Promote the Public Service and the Te Kawa Mataaho as leader of the Public Service, ensuring that best practice is modelled for a Public Service agency.</li> <li>▶ Contribute to the development and implementation of strategic initiatives to meet the Commission’s broader objectives, including across the Public Service.</li> <li>▶ Develop and maintain relationships formally and informally across the Public Service and with key stakeholders so as to advance the objectives of the Commission.</li> <li>▶ Maintain and contribute to critical functional networks across the Public Service, such as property, procurement, health and safety, etc.</li> <li>▶ Work cooperatively across the OCP group to advance the group’s strategy and work programme.</li> </ul>
<b>Talent</b>	<ul style="list-style-type: none"> <li>▶ Actively mentor, coach and develop others.</li> <li>▶ Contribute to the growth and development of corporate functions through your advice, support and feedback.</li> <li>▶ Contribute to a constructive workplace culture.</li> </ul>
<b>Portfolio</b>	<ul style="list-style-type: none"> <li>▶ The Senior Advisor will have the flexibility and knowledge to contribute to one or more of the following portfolios: <ul style="list-style-type: none"> <li>➢ Planning and reporting – enable the Commission to meet its statutory requirements (such as annual report, strategic intentions), developing organisational plans and reporting against these for other priority areas (such as accommodation planning, carbon neutral government programme)</li> <li>➢ Health and safety – develop and implement the Commission’s health and safety approach and work programme</li> <li>➢ Procurement – establish and manage procurement processes, develop procurement plans and provide procurement advice to the Commission</li> <li>➢ Risk and assurance – work closely with the Principal Advisor, Risk and Assurance to contribute to risk management approaches, develop and implement the protective security requirements work programme, assurance map and internal controls awareness programme</li> <li>➢ Any other corporate initiatives as required</li> </ul> </li> </ul>

## Key Relationships

- ▶ Deputy Commissioner, Organisational Capability and Performance
- ▶ Organisational Capability and Performance managers
- ▶ Principal Advisor, Risk and Assurance
- ▶ Organisational Capability and Performance group
- ▶ Public Service Commission Leadership Team and managers
- ▶ Teams across the Public Service Commission
- ▶ Functional networks in the Public Service – procurement, property, health and safety, etc.
- ▶ Social Wellbeing Agency
- ▶ Audit NZ
- ▶ Other agencies as required

## Experience, Qualifications, Skills and Knowledge

- ▶ A relevant tertiary qualification, or equivalent experience in related fields
- ▶ Proven experience in relevant portfolios such as: planning and reporting, health and safety, procurement and risk and assurance
- ▶ Well-developed critical thinking skills and analytical ability
- ▶ Able to quickly form trusted relationships with people at all levels - internally and externally
- ▶ Able to coordinate input from multiple parties to deliver fit-for-purpose outputs and work effectively in a matrix management structure
- ▶ Excellent written and verbal communication skills to convey information clearly and succinctly
- ▶ Māori Crown Relationship competencies to the comfortable level or demonstrate the willingness to develop these
- ▶ A personal commitment to the code of conduct and the spirit of service.
- ▶ A strong customer service ethic
- ▶ Ability to meet the criteria required to hold a NZ Government security clearance at the level assigned for the position.

## Leadership Success Profile

The Leadership Success Profile (LSP) describes what effective leadership looks like across New Zealand's Public Service. The capabilities and outcomes required for this role are included in the Appendix. For more information please visit the [Leadership Success Profile](#) on our website.

## Health, Safety and Wellbeing

Te Kawa Mataaho is committed to providing a healthy and safe work environment and safe management practices for all employees. Employees are expected to share this commitment as outlined in the Health and Safety at Work Act by taking all practicable steps to ensure their safety at work and that no action or inaction, causes harm to others while at work.

## Changes to Position Description

Positions in the Commission may change over time as the organisation evolves and priorities change. Responsibilities for this position may change as the job evolves over time and the manager of this position may initiate such change as necessary.

**Manager's Name:** Luke Starrenburg

**Manager's Role:** Manager, Finance Planning and Reporting

## Appendix: Leadership Success Profile (LSP)



LSP capability	Level	Typical capability description for this role
<b>Strategic Leadership: Navigating for the future</b>		
<b>Leading strategically</b> Think, plan, and act strategically; to engage others in the vision, and position teams, organisations, and sectors to meet customer and future needs.	3	<ul style="list-style-type: none"> <li>▶ Think strategically</li> <li>▶ Progress current thinking</li> <li>▶ Develop and implement strategy</li> <li>▶ Engage people in the vision</li> </ul>
<b>Leading with influence</b> Lead and communicate in a clear, persuasive, impactful, and inspiring way; to convince others to embrace change and take action.	3	<ul style="list-style-type: none"> <li>▶ Lead with purpose</li> <li>▶ Persuade and inspire others</li> <li>▶ Communicate clearly</li> <li>▶ Display leadership impact and gravitas</li> </ul>
<b>Engaging others</b> Connect with people; to build trust and become a leader that people want to work and for.		<ul style="list-style-type: none"> <li>▶ Connect with others</li> <li>▶ Listen</li> <li>▶ Read people and situations</li> <li>▶ Communicate tactfully</li> </ul>
<b>System Leadership: Stewardship</b>		
<b>Enhancing organisational performance</b> Drive innovation and continuous improvement; to sustainably strengthen long-term organisational performance and improve outcomes for customers.	3	<ul style="list-style-type: none"> <li>▶ Strengthen business performance</li> <li>▶ Ensure systems/processes support business goals</li> <li>▶ Foster continuous improvement</li> <li>▶ Lead innovation</li> </ul>
<b>Enhancing system performance</b> Work collectively across boundaries; to deliver sustainable and long-term improvements to system and customer outcomes.	3	<ul style="list-style-type: none"> <li>▶ Build strong internal relationships and contribute to your management team as a peer (organisational leadership)</li> <li>▶ Build external relationships and networks (sector leadership)</li> </ul>
<b>Leading at the political interface</b> Bridge the interface between Government and the Public Sector; to engage political representatives and shape and implement the Government's policy priorities.	1	<ul style="list-style-type: none"> <li>▶ Work effectively with political representatives</li> <li>▶ Inform or influence political representatives</li> <li>▶ Navigate political issues</li> </ul>
<b>Talent Management: Identifying and developing our talent</b>		
<b>Enhancing people performance</b> Manage people performance and bring out the best in managers and staff; to deliver high quality results for customers.	1	<ul style="list-style-type: none"> <li>▶ Set clear expectations</li> <li>▶ Support and reinforce high performance</li> <li>▶ Manage staff performance</li> </ul>
<b>Developing talent</b> Coach and develop diverse talent; to build the people capability required to deliver outcomes.	1	<ul style="list-style-type: none"> <li>▶ Coach and mentor people</li> <li>▶ Develop individual capability</li> <li>▶ Develop collective capability</li> </ul>
<b>Enhancing team performance</b> Build cohesive and high performing teams; to deliver collective results that are more than the sum of individual efforts.	1	<ul style="list-style-type: none"> <li>▶ Set clear team objectives and expectations</li> <li>▶ Monitor team cohesion and performance</li> <li>▶ Strengthen team cohesion and performance</li> </ul>
<b>Delivery Management: Making it happen – with and through others</b>		
<b>Achieving ambitious goals</b> Demonstrate achievement drive, ambition, optimism and delivery focus; to make things happen and achieve ambitious outcomes.		<ul style="list-style-type: none"> <li>▶ Committed and tenacious</li> <li>▶ Set and achieve challenging goals</li> </ul>
<b>Managing work priorities</b> Plan, prioritise, and organise work; to deliver on short and long-term objectives across the breadth of their role.	1	<ul style="list-style-type: none"> <li>▶ Planned and organised</li> <li>▶ Purposeful about where you invest your time</li> </ul>
<b>Achieving through others</b> Effectively delegate and maintain oversight of work responsibilities; to leverage the capability of direct reports and staff to deliver outcomes for customers.	1	<ul style="list-style-type: none"> <li>▶ Delegate effectively to staff</li> <li>▶ Maintain oversight of your work area</li> </ul>
<b>Leadership Character: Tuturu te whakahaere</b>		
<b>Curious</b> Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.		<ul style="list-style-type: none"> <li>▶ Think analytically and critically</li> <li>▶ Display curiosity</li> <li>▶ Mitigate analytical and decision-making biases</li> </ul>
<b>Honest and courageous</b> Deliver the hard messages, and makes unpopular decisions in a timely manner; to advance the longer-term best interests of customers and New Zealand.		<ul style="list-style-type: none"> <li>▶ Show courage</li> <li>▶ Show decisiveness</li> <li>▶ Lead with integrity</li> </ul>
<b>Resilient</b> Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.		<ul style="list-style-type: none"> <li>▶ Display resilience</li> <li>▶ Demonstrate composure</li> </ul>
<b>Self-aware and agile</b> Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people.		<ul style="list-style-type: none"> <li>▶ Encourage feedback on own performance</li> <li>▶ Can self-assess</li> <li>▶ Adapt approach</li> <li>▶ Show commitment to development</li> </ul>