



Job Title:	Kaitohutohu Matua/Mātāmua Senior Advisor
Group:	Te Tohutohu Rautaki me te Kaupapa Here Strategy and Policy Group
Reports to:	Pou Whakahaere Te Pārongo Rautaki Manager Strategic Information
Location:	Wellington
Date:	November 2020

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 oranga 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 tūrangā 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 Head of the Public 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 Service 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

Te Kawa Mataaho supports the Public Service Commissioner in providing leadership of the public service, including oversight of performance and integrity of the system. Te Kawa Mataaho provides advice on the overall design and direction of the public service, and makes use of internal and external research and evidence to inform this advice.

The Senior Advisor, Insights, will work within the Strategy and Policy Group to improve our understanding of how the Public Service is performing, and how it may be improved, to better serve Aotearoa and its people. This strategic influencer will work across the Commission and with other agencies to help deliver the evidence and understand the insights for monitoring and reporting how the system is operating and our public management approach. They will help deliver our survey programme across Te Kawa Mataaho and provide advice on its use and enhancement. An effective communicator, they will use different channels to share insights with the Government, senior public service leaders and the public.

This includes:

- Building an understanding of domestic and international measurement to monitor the effectiveness of New Zealand's public management approaches, particularly the implementation of changes relating to the Public Service Act 2020.
- Communicating results through both oral and written presentations and reports to a range of audiences, including writing for the web.
- Develop and manage survey research, including the procurement and contract management of research projects.
- A high degree of capability in qualitative research, taking large amounts of data and making clear stories for lay audiences.
- Supporting Te Kawa Mataaho and other public service leaders to make use of research insights in policy advice and decision-making.

Position Scope

Key Dimensions

Financial:	Nil	Delegation level = 4
Human resources:	Direct reports = 0	Delegation level = 4

Key Accountabilities

Key Result Areas	Key accountabilities/expectations
<p>Strategy</p> <p><i>Where are we going? And how do we get there?</i></p>	<ul style="list-style-type: none"> ▶ Facilitate discussions across Te Kawa Mataaho and externally to understand the information needs that will inform decision-making relating to the leadership, design, and direction of the Public Service. ▶ Support development of mechanisms for monitoring the performance of the public management system
<p>Delivery</p> <p><i>How will we turn what we know into what we do?</i></p>	<ul style="list-style-type: none"> ▶ Lead and support projects that improve the information available to the Commission and the public service ▶ Implement performance and monitoring frameworks ▶ Undertake analysis and provide insights, working with colleagues from across the Commission ▶ Writing up insights and presenting them through reports and communications collateral ▶ Maintaining oversight of international measures on public service performance and ensuring visibility of these across Te Kawa Mataaho
<p>System</p> <p><i>How do we together build for a better NZ?</i></p>	<ul style="list-style-type: none"> ▶ Manage stakeholder engagement, ensuring strong stakeholder buy-in and joint ownership of results across Te Kawa Mataaho and with other system leads ▶ Promote insights across Te Kawa Mataaho and externally with stakeholders both within and outside the public service. ▶ Provide timely and appropriate advice to support communications and engagement of others using the insights ▶ Prepare written and visual reports and communicate through range of channels working closely with the Communications team
<p>Building capability (Talent)</p> <p><i>How am I developing talent for the future?</i></p>	<ul style="list-style-type: none"> ▶ Improve the ability of Te Kawa Mataaho to understand and use qualitative and quantitative data, research, evidence, and academic literature ▶ Provide advice and leadership on how to manage privacy, ethics, delivery, and reputational risks associated with conducting and publishing research ▶ Build capability through mentoring and modelling ▶ Support the Commission with any cross-departmental projects and where appropriate on responses to issues affecting the Public Service as a whole

Key Relationships

- ▶ Internal Te Kawa Mataaho and teams
- ▶ Public Services Leadership Team, sub-groups and their secretariats
- ▶ System leads and their secretariats
- ▶ External researchers, academics, and research-funding organisations
- ▶ Organisations outside of government, including international organisations and NGOs

Experience, Qualifications, Skills and Knowledge

- ▶ Able to communicate effectively and build relationships with senior stakeholders
- ▶ Excellent writing skills to a publication level, including writing for the web
- ▶ Excellent presenting skills, adept at conveying complex information clearly and simply
- ▶ Comprehensive understanding of a range of research methodologies, including hands on experience of collecting, analysing, and reporting on qualitative and quantitative data
- ▶ Experience of research procurement, contract management, and project management
- ▶ Demonstrated ability to manage privacy, ethics, delivery and reputational risk associated with conducting research
- ▶ Experience in evaluation or monitoring, including measuring performance
- ▶ Knowledge of nVivo, Tableau, R, SQL, Excel desirable
- ▶ Knowledge of public management research desirable
- ▶ Knowledge of kaupapa Māori research, te ao Maori, tikanga and kawa and/or be open to developing a sound understanding of the implications of Te Tiriti on today's society and public service
- ▶ A commitment to supporting diversity and inclusion in the workplace
- ▶ 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: Josh Masson

Manager's Role: Pou Whakahaere Te Pārongo Rautaki | Manager Strategic Information

Appendix: Leadership Success Profile (LSP)



LSP capability	Level	Typical capability description for this role
Strategic Leadership: Navigating for the future		
Leading strategically 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"> ▶ Think strategically ▶ Progress current thinking ▶ Develop and implement strategy ▶ Engage people in the vision
Leading with influence 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"> ▶ Lead with purpose ▶ Persuade and inspire others ▶ Communicate clearly ▶ Display leadership impact and gravitas
Engaging others Connect with people; to build trust and become a leader that people want to work and for.		<ul style="list-style-type: none"> ▶ Connect with others ▶ Listen ▶ Read people and situations ▶ Communicate tactfully
System Leadership: Stewardship		
Enhancing organisational performance Drive innovation and continuous improvement; to sustainably strengthen long-term organisational performance and improve outcomes for customers.	3	<ul style="list-style-type: none"> ▶ Strengthen business performance ▶ Ensure systems/processes support business goals ▶ Foster continuous improvement ▶ Lead innovation
Enhancing system performance Work collectively across boundaries; to deliver sustainable and long-term improvements to system and customer outcomes.	3	<ul style="list-style-type: none"> ▶ Build strong internal relationships and contribute to your management team as a peer (organisational leadership) ▶ Build external relationships and networks (sector leadership)
Leading at the political interface 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"> ▶ Work effectively with political representatives ▶ Inform or influence political representatives ▶ Navigate political issues
Talent Management: Identifying and developing our talent		
Enhancing people performance 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"> ▶ Set clear expectations ▶ Support and reinforce high performance ▶ Manage staff performance
Developing talent Coach and develop diverse talent; to build the people capability required to deliver outcomes.	1	<ul style="list-style-type: none"> ▶ Coach and mentor people ▶ Develop individual capability ▶ Develop collective capability
Enhancing team performance 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"> ▶ Set clear team objectives and expectations ▶ Monitor team cohesion and performance ▶ Strengthen team cohesion and performance
Delivery Management: Making it happen – with and through others		
Achieving ambitious goals Demonstrate achievement drive, ambition, optimism and delivery focus; to make things happen and achieve ambitious outcomes.		<ul style="list-style-type: none"> ▶ Committed and tenacious ▶ Set and achieve challenging goals
Managing work priorities 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"> ▶ Planned and organised ▶ Purposeful about where you invest your time
Achieving through others 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"> ▶ Delegate effectively to staff ▶ Maintain oversight of your work area
Leadership Character: Tuturu te whakahaere		
Curious 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"> ▶ Think analytically and critically ▶ Display curiosity ▶ Mitigate analytical and decision-making biases
Honest and courageous 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"> ▶ Show courage ▶ Show decisiveness ▶ Lead with integrity
Resilient 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"> ▶ Display resilience ▶ Demonstrate composure
Self-aware and agile 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"> ▶ Encourage feedback on own performance ▶ Can self-assess ▶ Adapt approach ▶ Show commitment to development