

# JOB DESCRIPTION



<b>Job Title:</b>	Principal Advisor
<b>Group:</b>	Integrity, Ethics and Standards
<b>Reports to:</b>	Manager, Integrity, Ethics and Standards
<b>Location:</b>	Wellington
<b>Date:</b>	December 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 pūtaka 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 tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, 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**

The Principal Advisor, Open Government, will work within the Integrity Ethics and Standards group to influence work across the Commission and with system leaders and civil society to build frameworks for embedding open government across Aotearoa.

The Principal Advisor, Integrity, Ethics and Standards will help our team to:

- provide high-quality advice to Government on a broad range of integrity and open government matters,
- support implementation of public service reform, including to strengthen the spirit of service and embed public service principles and values, and
- support agencies to maintain high standards of behaviour, conduct and integrity across the public service.

As part of a small team who work flexibly across a diverse and ambitious work programme including standards, promoting open government and leading a public service awards and recognition programme, you will have the opportunity to contribute to high-profile projects that best fit your skills and interests.

# Position Scope

## Key Dimensions

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

## Key Accountabilities

Key Result Areas	Key accountabilities/expectations
<p><b>Strategy</b></p> <p><i>Where are we going? And how do we get there?</i></p>	<ul style="list-style-type: none"> <li>▶ See connections to the bigger picture, identifying opportunities, risks and trends</li> <li>▶ Design, develop and implement policy interventions to support improved integrity performance across the Public Sector</li> <li>▶ Prepare advice for Ministers and senior leaders including briefings, reports and consultation documents in written and visual format</li> <li>▶ Effectively lead cross-agency programmes and projects</li> <li>▶ Work flexibly and at pace to develop advice on the maintenance of public service values and high standards of integrity, conduct and behaviour across the Public Sector</li> <li>▶ Specific areas of responsibilities and focus will be agreed with your manager</li> </ul>
<p><b>Delivery</b></p> <p><i>How will we turn what we know into what we do?</i></p>	<ul style="list-style-type: none"> <li>▶ Establish effective networks within PSC and with our communities of practice to build influence across the Public Sector and beyond</li> <li>▶ Lead to the design and development of standards, guidance, case studies and other resources to help lift integrity practice and promote public service values</li> <li>▶ Tailor deliverables with empathy for the intended audience and ensure guidance is easy to understand and implement</li> <li>▶ Support a programme of workshops for agencies to share information on good practice, including the preparation of presentation materials</li> </ul>
<p><b>System</b></p> <p><i>How do we together build for a better NZ?</i></p>	<ul style="list-style-type: none"> <li>▶ Establish effective networks within PSC and with our communities of practice to build influence across the Public Sector and beyond</li> <li>▶ Lead the design and development of guidance, Model Standards, case studies and other resources to help lift integrity practice and promote public service values</li> <li>▶ Tailor deliverables with empathy for the intended audience and ensure guidance is easy to understand and implement</li> <li>▶ Support a programme of workshops for agencies to share information on good practice, including the preparation of presentation materials</li> </ul>
<p><b>Talent</b></p> <p><i>How am I developing talent for the future?</i></p>	<ul style="list-style-type: none"> <li>▶ Work cooperatively and collaboratively to achieve team goals, share knowledge, and model behaviours that foster a positive organisational culture, including carrying out any other duties and tasks as required and appropriate to this role</li> </ul>

## Key Relationships

- ▶ Staff in the Integrity, Ethics and Standards Group
- ▶ **Manager, Open Government and Standards**
- ▶ Deputy Commissioner, Integrity, Ethics and Standards
- ▶ All Public Service Commission staff, in particular the Office of the Head of the Public Service, Assistant Commissioners and the Communications team
- ▶ The Expert Advisory Panel for the Open Government Partnership
- ▶ Civil Society Organisations
- ▶ Communities of practice across the Public Sector

## Experience, Qualifications, Skills and Knowledge

- ▶ Excellent communication skills, both written and verbal with the ability to present complex matters simply
- ▶ Strategic thinker and analyst with experience in delivering effective strategic policy analysis and advice
- ▶ Proven experience in developing and maintaining strong working relationships
- ▶ A tertiary qualification in a relevant discipline or equivalent experience
- ▶ 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.

## 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.	N/A	<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>