



Job Title:	Kaitohutohu Advisor, Research
Group:	Te Tohutohu Rautaki Rautaki me te Kaupapa Here Strategy and Policy Group
Reports to:	Kaitohutohu Mātāmua / Chief Policy Advisor
Location:	Wellington
Date:	17 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 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 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 State services 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

We are looking for an Advisor (Research) to join to Strategy and Policy Group.

Te Kawa Mataaho Public Service Commission teams regularly engage with research and theory to support their work. Additionally, the Commission engages in targeted research when we need to do deeper dives on specific topics. The new position (Advisor, Research) will be expected to review academic literature and summarise key findings for internal and external audiences, and also contribute to writing and communicating research undertaken by the Commission. Outputs may include: research briefs, papers, reports and articles.

Primary skills are in reviewing and summarising literature relating to a policy topic area, clearly identifying key findings and debates/alternative views, and communicating these ideas to a range of audiences. Indicative topics areas include diversity and inclusion, Māori Crown relationships, pay equity, employment relations, leadership, integrity and ethics, political neutrality, free and frank advice, stewardship, open government, performance management, recruitment and selection, and machinery of government.

Position Scope

Key Dimensions

Financial:	Nil	
Human resources:	Direct reports = Nil	

Key Accountabilities

Key Result Areas	Key accountabilities/expectations
<p>Customer focus</p> <p><i>How will we make a difference?</i></p>	<p>Deliver value to internal and external users of research outputs:</p> <ul style="list-style-type: none"> ▶ Working with colleagues and teams across the Commission to identify research needs. ▶ Work with the Chief Policy Advisor and others to develop an agreed research plan. ▶ Adapt projects over time based on new insights and evolving business needs, continually checking that outputs will be fit for purpose. ▶ Plan and prioritise a range of tasks, meeting deadlines. This will often involve managing tradeoffs between perfection and timely completion.
<p>Research communication</p> <p><i>How will we translate research and theory into actionable insights?</i></p>	<p>Write, edit, and manage the publication process for a variety of research products and different audiences:</p> <ul style="list-style-type: none"> ▶ Design and conduct methodologically robust evidence syntheses/reviews. ▶ Review relevant literature, identifying key theories, findings, and debates. ▶ Summarise complex and diverse literatures, drawing out the critical considerations relevant to the needs of business groups. ▶ Producing clear, accurate and compelling research outputs for internal and external audiences. ▶ Match writing style to different audiences, including for senior public servants and academic audiences.
<p>Team contribution</p>	<p>Actively contribute to a high performing team:</p> <ul style="list-style-type: none"> ▶ Review, edit, and revise documents written by others in the team. ▶ Contribute, as appropriate, to other aspects of work within SSC using your technical or functional skills and expertise. ▶ Share insights with colleagues. ▶ Maintaining effective relationships within the team. ▶ Undertaking corporate responsibilities as an employee of the Public Services Commission.

Key Relationships

- ▶ Chief policy advisor
- ▶ Strategy and Innovation Team
- ▶ Other teams in the Commission
- ▶ Other research partners as required (including those in academic institutions)

Experience, Qualifications, Skills and Knowledge

- ▶ A tertiary qualification in a relevant discipline or equivalent experience
- ▶ Excellent communication skills, both written and verbal, able to present complex matters simply
- ▶ Previous experience in conveying complex and technical ideas for a non-academic audience.
- ▶ Previous experience in writing academic publications.
- ▶ Knowledge of public administration, public policy, political science, governance preferred but not essential.
- ▶ Good interpersonal skills and the ability to develop relationships both within SSC and externally, including understand different stakeholders' motivations.
- ▶ Good organisation and administration skills.
- ▶ Knowledge of 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.

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.	1	<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.	1	<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.	2	<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.	1	<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.	1	<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.	2	<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.	2	<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.	3	<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