



Position Description

Senior Adviser, Communications, Strategy Governance and Engagement

Reports to

Communications and Engagement Manager, Strategy Governance and Engagement

Purpose of Role

To be a trusted strategic business partner, providing high quality communications advice, support and leadership to the Commission.

Commission's Vision

Our vision is that New Zealanders are better off because markets work well and consumers and businesses are confident market participants.

Commission Values

The Commerce Commission is committed to acting with **integrity** and being fair, honest and impartial. We set high standards of **excellence** and exercise **good judgement** by understanding the environment we operate in and the impact of our actions. We are **accountable** to the people of New Zealand for our work and spending. We **respect** each other and value peoples' diversity and opinions.

Key Result Areas (KRAs)

- Provide input into the development of and support the delivery of our communications strategy
- Partner with the branches to provide high quality communications advice and services
- Connect effectively with relevant external stakeholders
- Effectively lead and/or contribute to assigned work programme, projects and initiatives
- Work collaboratively as a team member, and positively contribute to the team and culture

Competencies (Behaviours)

• Applying expertise and knowledge	• Persuading and influencing
• Planning, organising and delivering (results)	• Working with people
• Analysing and researching	• Learning and developing
• Writing and reporting	• Mentoring and leading
• Presenting and communicating (verbally)	• Formulating strategies and concepts

Key Result Areas

1. Provide input into the development of and support the delivery of our communications strategy

- Provide input into the development and delivery of the Communications and Engagement strategy and work plan
- Identify internal and external business drivers, issues and gaps in relation to communications
- Evaluate the implementation of the strategies to track progress and priorities, and ensure it is updated with relevant changes and keep Manager informed

Outcomes:

- The effective delivery of communications strategies that support and enhance the Commission's reputation and profile
- Senior Managers have confidence in the Communications function

2. Partner with the branches to provide high quality communications advice and services

- Ensure an understanding of the assigned Branch(es) business strategy, goals and objectives, along with familiarity covering the structure and core roles and responsibilities of its people to develop a Communications agenda that integrates with and closely supports the aims of the Branch(es)
- Deliver a wide range of Communications advice and services
- Effectively manage external communications and support the management of internal communications
- Provide timely and fit for purpose technical advice and thought leadership for high priority matters and projects
- Provide advice to your peers and the Commission, and mentor team members in your Community of Excellence
- Write and prepare documents for external and internal use such as media releases, briefing documents, articles and website material
- Prepare and present clear and persuasive recommendations on project or technical issues, independently and in conjunction with others
- Confidently debate issues if required
- Positively and strategically manage the Commission's brand via support for managers and management of media relations for the Commission
- Prepare and review documentation available to the public, e.g. Annual Report, Statement of Intent
- Keep up-to-date with, and share technical knowledge and best practice with stakeholders
- Build and maintain trusted relationships with leaders and stakeholders across the Commission

Outcomes:

- The Senior Adviser, Communications is sought for expert and advice and support, and advice is high-quality, timely, and meets the Commission's needs
- Communications services are timely, fit-for-purpose and meets the organisation's needs
- The Senior Adviser, Communications has trusted relationships across the Commission

3. Connect effectively with relevant external stakeholders

- Develop and maintain relationships with external stakeholders as necessary eg, media and communications teams of other organisations
- Keep abreast of external parties' positions and statements that are relevant to the Commission's work
- Present to external parties as appropriate.

Outcome:

- Effective external relationships to influence understanding of the Commission's role, responsibilities and priorities, the complexity of the issues the work covers and the likely issues that will come to the Commission.

4. Effectively lead and/or contribute to assigned work programme, projects and initiatives

- Provide expert advice and thought leadership to peers and stakeholders
- Provide input into the teams work programme to ensure continual improvement of the team
- Contribute to the successful outcome of the teams work programme, projects and initiatives
- Deliver systems, frameworks and processes to support the Branch goals and strategy, and identify improvements
- Develop business cases and project plans that clearly outline the organisation's needs and broader issues.
- Effectively manage assigned projects and initiatives utilising the project management framework
- Keep up-to-date in area of expertise and share technical knowledge and best practice with stakeholders
- Build and maintain trusted relationships across the Commission.

Outcome:

- Effective delivery of assigned work, projects and initiatives across the breadth of your role.

5. Work collaboratively as a team member, and positively contribute to the team and culture

- Connect and collaborate with colleagues to deliver and build trusted relationships
- Take accountability for yourself, your role, and responsibilities in the team
- Be an effective role model for connecting, collaborating, knowledge sharing and fostering trusted and effective working relationships across the Commission
- Maintain own knowledge in accountability areas to build expertise
- Regularly update the team about issues and approaches
- Contribute to building and maintain a positive team culture
- Value inclusion, diversity, welcoming others' suggestions and views
- Contribute towards a positive health, safety and wellbeing culture and understand your responsibilities under our Health, Safety and Wellness policy.

Outcomes:

- Effective team member and valued contribution to the development of the team and branch.
- Takes responsibility for self-development.

Note: These responsibilities are not exhaustive. From time to time it may be necessary to change the position requirements in response to the changing nature of our work environment, including technological requirements or statutory changes. Such change may be initiated as necessary by your manager or branch general manager and will be discussed with you.

Person Specification

Qualification

Undergraduate degree in communications or a related discipline (or similar experience)

Ability

	Level
• Relationship management ability	Expert
• Verbal and written ability	Expert
• Conceptual thinking and problem solving ability	Sound
• Numerical ability	Sound

Experience

	Level
• Working in communications, ideally in a public sector/regulatory environment	Expert
• Media management	Expert
• Working with groups across an organisation in a technical advisory role	Sound
• Managing and leading projects	Sound
• Managing internal and external relationships	Expert
• Presenting information and advice	Sound

Knowledge

	Level
• Microsoft office products i.e. Outlook, Word, Excel and PowerPoint	Sound
• Relevant stakeholders and their relationships to the Commission	Sound
• Relevant legislation/legal frameworks enforced by the Commission	Sound
• Commission role and functions	Sound
• Operational communications	Expert

Definitions

Basic

The job requires adeptness in a skill and experience in a variety of tasks. The skill may be related to specific activities that take time to acquire, extending beyond short term. (Typically 1-2 years related experience.)

Sound

The job requires highly relevant experience in a specific area of work, often involving specialised training in order to achieve competence. This is not short-term experience, but significant, longer-term experience, predominantly focused on acquiring specialist knowledge. (Typically 2-3 years related experience.)

Expert

The job requires experience of a broad nature, above that of a skilled person. Normally involves an awareness of work activities beyond the immediate job situation and the impact of the job on these activities. (Typically 3-5 years related experience.)

Strategic

The job requires highly relevant knowledge and experience, an understanding of immediate issues and long term effects of actions. This is a subject matter expert who can be focused on an organisation's goals as well as the specific short term issues. (Typically 5-10 years related experience.)