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| Chief Executive AdvisorOffice of the Chief Executive |
| Our purpose **Manaaki tangata, Manaaki whanau**We help New Zealanders to be safe, strong and independent |
| Our commitment to MāoriAs a **Te Tiriti o Waitangi** partner we are committed to supporting and enabling Māori, whānau, hapū, Iwi and communities to realise their own potential and aspirations. |
| ****Our strategic direction**** |
| **Mana manaaki**A positive experience every time | **Kotahitanga**Partnering for greater impact | **Kia takatū tātou**Supporting long-term social and economic development |
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| ****Our Values**** |
| **Manaaki**We care about the wellbeing of people | **Whānau**We are inclusive and build belonging | **Mahi tahi** We work together, making a difference for communities | **Tika me te pono**We do the right thing, with integrity |
| ****Working in the Public Service****Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi. In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi.  We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work. |
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| The outcomes we want to achieve |
| New Zealanders get the support they require | New Zealanders are resilient and live in inclusive and supportive communities | New Zealanders participate positively in society and reach their potential |
| We carry out a broad range of responsibilities and functions including |
| * Employment, income support and superannuation
* Community partnerships, programmes and campaigns
* Advocacy for seniors, disabled people and youth
 | * Public housing assistance and emergency housing
* Resolving claims of abuse and neglect in state care
* Student allowances and loans
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| ****He Whakataukī\***** |
| Unuhia te rito o te harakekeKei hea te kōmako e kō?Whakatairangitia, rere ki uta, rere ki tai;Ui mai ki ahau,He aha te mea nui o te ao?Māku e kī atu,He tangata, he tangata, he tangata\* | If you remove the central shoot of the flaxbushWhere will the bellbird find rest?Will it fly inland, fly out to sea, or fly aimlessly;If you were to ask me,What is the most important thing in the world?I will tell you,It is people, it is people, it is people |
| **\*** We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī |

## Position detail

Overview of position

The Chief Executive (CE) Advisor supports the work of the Chief Executive by providing direct and high level strategic, organisational and operational advice. The CE Advisor works directly with the Chief Executive, the Director, Office of the Chief Executive and Deputy Chief Executives in a key trouble-shooting role, providing strategic quality assurance and risk management support. This includes providing assistance to the Chief Executive and the Director, Office of the Chief Executive with special projects and ad hoc matters.

The CE Advisor provides insight and advice on a range of matters, facilitates effective solutions to urgent or on-going issues, and maintains effective working relationships with staff within the Ministry (MSD), Minister’s Offices, Central Agencies and other relevant stakeholders.

Location

National Office, Wellington

Reports to

Director, Office of the Chief Executive

## Key responsibilities

Strategy Focus and Planning

* Facilitate high quality insight and advice to the CE on a range of matters including strategic, organisational and operational issues, from a whole of MSD and/or sector perspective.
* Coordinate, analyse and research information and develop responses, advice and/or recommendations on reports and papers received by the CE and inform/support strategic decision making and brief accordingly.
* Maintain awareness and gather information both internally and externally to ensure the Ministry is up to date with government sector planning, outcomes and goals.
* Build knowledge of the key issues and work programmes that fall within the portfolio, including providing support and advice and early engagement with issues.

Leadership

* Work with Deputy Chief Executives (DCEs) and Senior Managers and take collective responsibility for the performance of MSD.
* Keep fully up to date, with a strategic focus and aware of relevant issues and developments in business units.
* Identify and assist in the management of organisational risks.
* Promote and support the core messages of the CE regarding priorities, vision and ensure a whole of MSD perspective is taken.
* Support the CE, as required, with their external leadership roles e.g. the Regional Public Service Leads group. This may include representing the CE, as requested by the CE.
* Develop and maintain a high standard of personal integrity in all matters and contribute to the maintenance of high standards within the Office.
* Identify and maintain an overview of MSD wide issues and processes and support the coordination of multi-business unit responses.

Quality Assurance

* Build the focus on quality within MSD and support quality assurance practices.
* Ensure consistency and quality of MSD responses to Ministerial requests.
* Develop and implement appropriate systems to ensure reporting requirements are met and monitoring tools are in place.
* Provide risk and issues management assistance to the Director Office of the CE and CE, including identifying, managing, monitoring and mitigating risk and issues.

Relationship Management

* Build and maintain key relationships at senior levels within MSD and externally, to enhance understanding and cooperation to achieve desired results.
* Ensure a highly collaborative approach in dealings across MSD but is willing and able to provide ‘tough advice’ where required.
* Build and maintain effective working relationship and work cooperatively with key stakeholders to build effective networks and proactively identify and manage emerging issues.
* Contribute to building the strong reputation of the Office of the CE across MSD.

Team Support and Individual Performance

* Contribute to development and management of knowledge within the team.
* Coach graduates who rotate through the Office of the CE.
* Model the principles of MSD and the expectations from the Code of Conduct.
* Actively manages and plans own work programme.
* Provide input as required to the team and/or business unit.

## Embedding Te Ao Māori

* Embedding Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at MSD.
* Building more experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi.

## Health, Safety and Security

* Understand and implement your Health, Safety and Security (HSS) accountabilities as outlined in the HSS Accountability Framework.
* Ensure you understand, follow and implement all Health, Safety and Security and wellbeing policies and procedures.

**Emergency Management and Business Continuity**

* Remain familiar with the relevant provisions of the Emergency Management and Business Continuity Plans that impact your business group/team.
* Participate in periodic training, reviews and tests of the established Business Continuity Plans and operating procedures.

## Know-how

* Deep understanding of the strategic issues facing MSD and the Government.
* Demonstrated senior experience within the Government Sector including advising on policy, service delivery, parliamentary processes, and Ministerial issues.
* Extensive experience in working with senior management, processes and systems in a large government organisation.
* Proven leadership, influencing and decision-making skills.
* Extensive experience in communicating with Senior Executives
* Comprehensive or Strong knowledge and understanding of Cabinet and Ministerial processes and procedures.
* Strong knowledge of Government planning and budget cycles.
* Demonstrated ability to establish positive relationships and credibility at a high level in a complex environment.
* Proven ability to work collaboratively and responsively in both government and non-government settings.
* Demonstrated experience of the machinery of Government or in a Central Government environment and how they operate.
* Ability to manage complex working relationships with people at all levels within the Government, public and voluntary sectors and with community interest groups and networks in a discrete and confidential manner.
* Demonstrated ability to work in collaborative relationships with peers and stakeholders.

## Attributes

* Calm professional demeanour especially when under pressure.
* The ability to manage multiple pieces of work in a high-pressure environment.
* Clearly identify issues (opportunities and risks), determine priorities and identify possible solutions/ways forward.
* Exercise sound judgement and use discretion.
* Excellent communication and interpersonal skills and the ability to communicate effectively both orally and in writing.
* Highly developed analytical and conceptual thinking ability.
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* Successfully negotiate and influence. Facilitate positive outcomes from complex situations.
* Self-manage, use initiative and have the ability to work effectively as part of a team.
* Ability to generate confidence when dealing with the CE, Ministers Offices, officials, senior managers, staff and clients.
* Available to respond to issues outside of regular work hours.

## Key Relationships

Internal

* Chief Executive
* Deputy Chief Executives
* Director, Office of the Chief Executive and other members if the Office of the Chief Executive
* Other MSD senior managers and staff

External

* The Ministers’ Offices
* Central Agencies

## Other

Delegations

* Financial – No
* Human Resources - No

Direct reports - No

Security clearance - No

Children’s worker - No

Limited adhoc travel may be required