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| DCE AdvisorDCE’s OfficeMaori, Communities and Partnerships |
| 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 |

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| Position detailOverview of positionTo provide high quality expert advice and support to the Deputy Chief Executive across a broad range of areas including: * Business planning, reporting and analysis
* Process improvement initiatives
* Governance advice and support for the development of capability initiatives
* Expert advice and guidance for ministerial reporting and Cabinet papers
* Risk management

The position requires a detailed understanding of the service but also emphasises variation and adaptability and an all-of-MSD approach. The DCE Advisor is required to build and maintain relationships with senior staff within the Ministry. In addition, the DCE Advisor will provide leadership, guidance and support as required.The position requires a strategic and wide understanding of the key issues facing the Ministry, the public sector and government as well as excellent communication skills.LocationNational OfficeReports toDirector, DCE Office |
| Key responsibilities**DCE Support*** Provide risk and crisis management assistance to the DCE including identifying, managing, monitoring and mitigating risk and crises in relation to financial, personnel and operational, strategic, organisational aspects of the business group service line
* Provide assistance to the DCE in the development, administration and co-ordination of special projects, policy and procedure, and other ad hoc matters as required
* Maintain, and where appropriate and as required enhance, systems, procedures, processes, and protocols in relation to the management of the DCE’s office and activities
* Manage the workflow, and/or the responses to parliamentary questions, Select Committee responses, official information requests and Ministerial correspondence within the designated timeframes
* Provide representation of the DCE at forums, as requested, by way of gathering information and viewpoints, and/or presenting the DCE’s viewpoint and/or priorities on relevant issues and intentions
* Conduct regular research and scrutiny of internal and external sources of information for the purpose of collating and providing the MSD with up to date details on government sector planning, goals and outcomes
* Provide evidence based and policy analysis advice to the DCE on strategic, organisational and operational issues and on any other issues as requested.

**Business Strategy*** Assist in the production of Business Unit Strategic and Business Planning documents
* Support internal management reporting and related accountability processes
* Assist in the establishment of processes, timelines and relationships to facilitate business planning
* Develop and maintain an awareness and gather information both internal and externally to ensure the Ministry is up to date with best practice planning, outcomes and goals

• Develop relationships within the Ministry to facilitate the planning processes.**Business Enhancement & Process Improvement Initiatives*** Analyse current business practices and identify areas for improvement
* Work collaboratively with key stakeholders to design and evaluate options for improvement
* Ensure proposed changes are aligned with Ministry policies and vision
* Facilitate and support implementation of changes.

**Governance Support and Process Development*** Provide business units with day to day support and guidance in respect of governance processes
* Develop and maintain a theoretical and practical understanding of best practice in relation to governance processes
* Support the development of enhanced governance processes
* Organise and provide secretarial support for Work and Income governance meetings (as required).

**Project Management*** Effectively contribute to projects as required
* Provide project management support and guidance as required - including business case development, engaging and overseeing contract and project people (as required)
* Represent the DCE interests on advisory groups as required.

**Government / Ministerial Services*** Manage the provision of Executive papers leaving the service (particularly Ministerial, Cabinet and Chief Executive papers, Parliamentary questions, Official Information Act requests, Select Committee questions and briefings).

**DCE Performance Agreement*** Assist with the development, tracking and reporting of the DCE’s Performance Agreement

**Leadership*** Maintain a high standard of personal integrity in all matters, as required by the Ministry’s code of conduct

• Actively encourage others to see the opportunities in change, and guide and support colleagues through change processes.**Relationship management*** Build and maintain effective networks/relationships both within and the Ministry
* Proactively deliver timely advice and highly professional support in accordance with established Ministry frameworks across the organisation
* Identify common areas of interest emerging across stakeholders and proactively develop opportunities for collaboration.

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
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| Know-how* Extensive experience in providing advice and support to Senior Executives within the Public Sector
* Proven experience of managing complex relationships, both internally and externally, with the ability to establish credibility at all levels
* Proven project management experience, particularly in the management of multi-faceted, complex and multi-stakeholder projects
* Experience in the initiation, development and implementation of strategies/initiatives that align with organisational needs and long-term outcomes
* Demonstrated ability to stand apart from the immediacy of situations and take a broad or long-term view, foreseeing opportunities and developing workable solutions to problems
* An understanding of the strategic issues facing the Government and the Ministry
* Proven ability to work collaboratively and responsively in both government and non-government settings
* Experience in a central government agency and understanding of the political system (conventions, structures, functions and objectives of government) and the wider cultural, economic and social environment in which it operates
* A degree level qualification in public administration, social policy or similar qualification is desirable
* A high level of computer literacy to include Microsoft package
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| Attributes* Highly effective communication (oral and written) skills
* Strong partnership builder
* Excellent interpersonal
* Highly effective organisational and planning
* Exercises sound judgement and political sensitivity
* Experienced in problem solving and decision
* Strong client focus
* High level of environmental and organisation awareness coupled with political savvy
* Role models integrity and accountability
* Welcomes and values diversity, and contributes to an inclusive working environment where differences are acknowledged and respected
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| Key Relationships Internal* Deputy Chief Executive
* Director DCE’s Office
* Executive members and their teams
* MSD business units including Deputy Chief Executives, other senior MSD managers/staff

External * Minister’s Office
* Parliamentary Services
* Other Government agencies and departments, as appropriate.
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| Other Delegations* Financial - No
* Human Resources - No

Direct reports - NoSecurity clearance - NoChildren’s worker - NoLimited adhoc travel may be required |

**Position Description Updated:** November 2020