**Principal Information Advisor**

## Our purpose

### Manaaki tangata, Manaaki whānau

We help New Zealanders to be safe, strong and independent

## Our commitment to Māori

As 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**



**Our Values**



**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.

## The outcomes we want to achieve

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| 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 |

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| **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\***

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| Unuhia te rito o te harakeke Kei 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 flaxbush Where 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 Principal Information Advisor provides thought leadership and expert advice to the General Manager Information and the Information Group’s Directors in achieving the Information Groups strategic objectives and functional responsibilities, and its accountabilities for enabling the Ministry’s Te Pae Tawhiti Transformation Work Programme. A key focus of the role is supporting the Information Group leadership in developing and implementing Information strategy with particular emphasis on ensuring it meets the future needs of the Ministry while being aligned to the All of Government agenda for the responsible use of information.

The Principal Advisor provides quality strategic and operational advice to improve enterprise systems and processes that will enable the Ministry to meet relevant legislative compliance and standards, increase its information maturity, manage enterprise information risks, and realise opportunities regarding the Ministry’s responsible use of information.

## Location

National Office, Wellington

## Reports to

Manager, Information Strategy and Performance

# Key responsibilities

## Strategic Advice

* Act as a subject matter expert in at least one of the following technical domains: Information Management, Information Security, Privacy and Information Sharing.
* Provide professional advice and assurance to the Ministry’s Leadership Team, managers, and staff regarding the proposed transformation activities, products and services being developed and implemented by Te Pae Tawhiti Transformation Programme.
* Manage the provision, timeliness, and quality of all Information related design considerations to the GM Information as well as other leaders across the Ministry.
* Ensure due consideration is given to Human Rights and Ethics, Identity, Information Architecture and Governance (including Māori Data Governance) as it pertains to the responsible use of information in MSD.
* Provides thought leadership, anticipates future issues, challenges the status quo, and explores ideas and opportunities that may lead to new and more innovative, creative, and effective solutions in response to Information requirements.

## Relationship Management

* Act as a key point of contact for the Information Group with a range of stakeholders across MSD including those related to Te Pae Tawhiti transformation programme.
* Establish, build, and maintain effective relationships with all key internal stakeholders including the DCE Offices, managers, and other subject matter experts across the Ministry.
* Maintain and utilise relationships across MSD to influence strategic change and deliver on MSD Integrated Work Programme and Te Pae Tawhiti strategic objectives and technical enablers.
* Assist in maintaining the active relationships with the broader Information professions (internal and external).

## Strategy and Planning

* Support the development and implementation of strategies and portfolios to achieve the strategic and operational direction of Te Pae Tawhiti and the Information Group.
* Lead the development the Information Portfolio Epic backlog and Architectural Runway.
* Design and develop the Information Group’s future operating models as required and commissioned by the GM Information and Information Group Directors.
* Monitor and evaluate the performance of the Information Portfolio’s deliverables, and report regularly on any opportunities and risks.
* Represent the GM Information at forums, as requested, by way of gathering information, and/or presenting viewpoints on relevant issues and intentions.

## Issue and Risk Management

* Provide the GM Information and Directors with professional, quality, and timely advice on issues or risks related to Information management across MSD including those that may arise in Te Pae Tawhiti programme initiatives.
* Maintain an appropriate level of understanding among key stakeholders specifically around the operations, demands and constraints managed by the Information Group.
* Provide guidance and advice to relevant business stakeholders to manage existing and emerging enterprise and operational information risks and issues across MSD Information Management landscape including any that may pertain to Te Pae Tawhiti programme initiatives within MSD’s acceptable risk tolerances.

## Leadership

* Develop and maintain a high standard of personal integrity in all matters and contribute to the maintenance of high performance within the Information Group.
* Model the behaviours and standards required by the Information Group management to be a high performing team.
* Communicate logically, articulately, and succinctly to ensure messages are understood.
* Foster positive and collaborative working relationships within the Information Group, and between the Group and business units across the Ministry.
* Utilise effective communication and influencing strategies to obtain required information, under tight deadlines, whilst providing relevant context and insights.

# Embedding Te Ao Māori

* Embed Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at MSD.
* Build 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

* A tertiary degree level qualification or at least 5 years professional experience in an advisory capacity.
* Demonstrated senior experience within the Information Management domains; Information Security, Privacy and information sharing and Information Management, including advising on policy, practice, service delivery and design.
* Significant knowledge and understanding of the structure of relevant statutes, rules and regulations, and compliance obligations pertaining to the responsible use of information, including, but not limited to, the Privacy Act 2020, the Public Records Act 2005, Official Information Act 1982, the New Zealand Information Security Manual (NZISM) and Protective Security Requirements (PSR).
* Demonstrated experience in providing strategic and operational advice in a complex and technical environment.
* Ability to continually develop and maintain specialist skills and knowledge in their chosen area of expertise as it pertains to information governance, risk and assurance practices.
* Working knowledge of the OAG - Three-lines Model and how Information Governance is applied in large complex organisations.
* In depth knowledge and understanding of the machinery of government, and its supporting processes and practices.
* Proven ability to exercise sound judgement to identify, mitigate and escalate risk.
* Experience in coaching and mentoring with the ability to provide constructive feedback in an effective way and strong ability to influence others without authority.
* Proven ability to navigate effectively through ambiguity and negotiate with senior leadership to reach agreement and achieve identified targets within tight timeframes.
* Excellent negotiation skills, able to influence others to see own point of view, gains agreement from multiple parties and find compromise when necessary.
* Proven leadership experience and business acumen.
* A strong understanding of the strategic issues facing the Ministry, the wider Public Sector, and technical information professions.

# Attributes

* **Personal responsibility** – Accountable for own work. Makes timely decisions and commits to definite courses of action. Continuously learns from experiences and seeks out feedback and development opportunities. Functions effectively as a team member in a range of team contexts. Models personal leadership qualities.
* **Integrity** – Maintains confidences and trust and acts in an honest, ethical, and professional manner.
* **Making Connections** – Forms a range of effective and co-operative formal and informal connections which enable progress towards goals. Promotes and influences buy-in to Group and Ministry strategies, activities, and values internally and externally to improve leverage, build awareness and co-operation and contribute to achievement of goals.
* **Problem Solving** – Analyses problems, identifies core issues, investigates, evaluates, and integrates information. Applies an objective, logical reasoning process to a problem of work situation to develop a conclusion or recommendation. Generates appropriate solutions to solve problems or issues.
* **Communication** – Presents and expresses ideas effectively in a range of contexts and settings, adjusting style and language to the context and the message. Can recognise, interpret, and respond to messages and information given by others.
* **Results Orientation and Decision Quality** – Establishes a plan of action to move towards a desired future state and achievement of goals through identification of results to be achieved, application of effective project planning methodology, and measurement of successful implementation. Achievement of results in a time pressured environment.
* **Knowledge Base** – Possess, maintain, and acquire knowledge enabling full competence in the job.
* Drive and resilience – Sustains a high level of drive, shows enthusiasm and a positive attitude when coping with work pressures. Shows resilience in the face of challenges.
* **Planning and Organising** – Monitors and upholds high quality of service and products to customers. Identifies objectives and develops effective action plans to achieve them. Uses sound personal organisation disciplines, a methodical and systematic approach towards planning workloads. High-level of environmental and organisation awareness.
* **Teamwork** – Able and willing to work with others co-operatively and productively to achieve Group objectives. Encourages teamwork and promotes respect and understanding for differences in background and opinions, and work/life balance.
* **Commitment to, and effective use of, SAFE methodology**. Highly effective organisation and planning skills, with the ability to prioritise in a busy and complex environment.

# Key relationships

## Internal

* Deputy Chief Executives and their Offices
* Relevant business units within the Ministry
* Te Pae Tawhiti Programme Director and Team
* General Manager Information
* Directors, Managers and Lead Advisers, Information Group
* Improvement, Systems and Technology
* Service Delivery
* MSD Insights
* Ministerial and Executive Services
* Legal Services
* Communications and Engagement

### External

* Relevant government regulatory bodies
* Other relevant government agencies
* Suppliers and Partners

# Other

## Delegations

* Financial – No
* Human Resources - No **Direct reports No** **Security clearance No**

## Children’s worker No

Limited ad hoc travel may be required

**Position Description Updated:** June 2022