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| Senior Information Management Advisor  Information Group | | | | | |
| Our purpose **Manaaki tangata, Manaaki whanau** 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**** | | | | | |
| **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 | |
| ****He Whakataukī\***** | | | |
| 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 Senior Information Management Advisor contributes and leads work to establish and deliver a sound and sustainable information management, security, and privacy assurance programme across the Ministry.

In particular, the position:

* Has expert Information Management knowledge and provides accurate and timely technical advice as it pertains to the information held and used by the Ministry.
* Contributes to the design and implementation of information management assurance activities to manage areas of strategic or operational risk to the Ministry.
* Develops, maintains and implements Information policies, standards, frameworks, guidance, training and processes that are relevant to the Information Group’s functional activities.
* Supports the Advisors in the maintenance of the Information Group’s operations, including: providing guidance and quality assurance on management of information requests and breaches, making decisions on the administration of information repositories, and mentoring the provision of professional and timely advice.
* Works collaboratively and constructively alongside other team members and the wider business that models a commitment to multi-disciplinary, cross-functional ways of working to ensure the delivery fo the Information Group’s functional activities.

Location

National Office, Wellington

Reports to

Manager, Information Group

## Key responsibilities

Expert Advice and Customer Service

* Work with the business to provide professional expert information management advice and develop innovative and practical solutions to solving business problems, while ensuring the business’ responsible use of information.
* Provide expert advice and support on how to consider the information impacts and risks of existing business practices, or proposed new initiatives.
* Provide expert interpretation and advice on information-related legislation; government regulations; and industry good practice in managing, using and protecting information. This could range from advising on enterprise level principles to advising on specific business practices.
* Provide expert advice on proposed development of enterprise content management solutions, taxonomies, retention and disposal schedules, and other components of information architecture to support information lifecycle management.
* Provide expert advice on the provision of library services, including research support, content discovery, collection development and management, subscriptions management, and vendor management.
* Consider each piece of advice in the context of other advice that has been given and within a wider knowledge of the Ministry’s operations and strategic direction.

**Relationship Management**

* Establish and maintain effective inter-staff relationships within the Information Group.
* Establish and build strong working relationships at all levels of the Ministry, and engage with a range of internal and external stakeholders.
* Participate in cross-agency initiatives, working and interest groups as required.
* Transfer knowledge as required to appropriate parties.
* Work collaboratively and constructively with stakeholders and internal customers to ensure that Information Group functional activities can be conducted successfully without unjustified disruption to normal business.
* Be responsive to requests for information and work collaboratively with all relevant parties, both internal and external.
* Model the values and vision of the Ministry and the expectations from the Code of Conduct.

**Assurance and reporting activities**

* Contribute to the development of information assurance plans that are targeted at areas of greatest strategic or operational risk and that will help to increase the Ministry’s maturity in how it uses and handles information.
* Contribute to the development of a reporting plan that will enable the Ministry to meet its formal reporting obligations.
* Conduct all required assurance and reporting activities to deliver on those plans.
* Analyse data and make recommendations that will enable the Information Group to report to relevant managers and governance bodies on the information assurance and reporting plan, the results of assurance activities, trends, and required mitigations.

**Policies, Frameworks, Tools and Training**

* Lead the development, implementation and maintenance of policies, frameworks, tools and training materials to embed responsible information use into the way the Ministry conducts its business and provides client service delivery.
* Support Advisors where required with the implementation and maintenance of information management requirements in information repositories (i.e. recordkeeping systems and library services).
* Lead the design and delivery of educational programmes that promote a strong workplace culture where responsible information use is a core element of work processes and practice.
* Support the maintenance of the Information Group’s operational processes and procedures so that they reflect current best practice and legislative requirements.

**Continuous Improvement of Services**

* Identify and communicate opportunities to improve and enhance customer support and education activities for MSD customers.
* Proactively identify initiatives to improve information maturity across the Ministry and the way we do things.
* Recommend effective approaches to respond to key risk areas as it pertains to information lifecycle management.
* Develop and maintain knowledge of emerging trends, best practice and industry standards, as they apply to the Ministry’s information frameworks and requirements.
* As a mentor, identify opportunities to provide advice, support, training and leadership to members of the Information Group team to lift capability by providing quality assurance across information management work activities.

## 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 the Information Group.
* Participate in periodic training, reviews and tests of the established Business Continuity Plans and operating procedures.

## Know-how

* Relevant Tertiary qualification and at least 3 years experience in Information Management, Archives Management, or Library Science.
* Demonstrated depth of experience in risk and assurance, particularly as it relates to information management,
* Knowledge and experience in information management principles, methodologies and conventions, information architecture, where appropriate, particularly as it relates to implementing fit for purpose business solutions involving the responsible use and lifecycle management of Ministry information.
* Excellent 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, and Protective Security Requirements.
* Ability to continually develop and maintain specialist skills and knowledge in risk and assurance as it pertains to Information Managememt.
* Experience in understanding complex business problems, and presenting them in various non-technical audiences.
* Working knowledge of the OAG - Three-lines Model and how Information Governance is applied in large complex organisations.
* Experience in writing clear, concise material at both a strategic and an operational level for various audiences.
* Excellent communication and relationship management skills, specifically around explaining technical concepts to non-technical stakeholders.
* Sound understanding of the machinery of government. Public sector knowledge and experience preferred.
* High degree of initiative and dependability; and ability to work with little supervision.

## 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.
* **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 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 in order 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.
* **Knowledge Base** – Possess, maintain or acquire knowledge enabling full competence in the job.
* **Drive and resilience** – Sustains a high level of drive, show 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.
* **Teamwork** – Able and willing to work with others co-operatively and productively in order 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**. Monitors and upholds high quality of service and products to clients. Identifies objectives and develops effective action plans to achieve them. Uses sound personal organisation disciplines, a methodical and systematic approach towards planning workloads.
* **Innovation and Knowledge Sharing** – Thinks about a situation, issue or process in new and varied ways and generates new ideas. Willing to seek out and implement better ways of doing things and to embrace change and improve the Group’s products and services.

## Key Relationships

Internal

* Deputy Chief Executives and their Offices
* Relevant business units within the Ministry
* General Manager Information
* Directors, Managers, Principals and Practice Leads, Information Group
* Improvement, Systems and Technology
* Service Delivery
* Insights
* Ministerial and Executive Services
* Workplace Integrity
* Legal Services
* Communications and Engagement.

External

* Relevant government regulatory bodies (Archives NZ)
* Other relevant government agencies
* Service providers 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