# Ministry of Social Development logo

# Senior Advisor Crown Entities

##  Strategy, Investment and Organisational Performance

## 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 |

## 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\***

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| --- | --- |
| 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

This position is responsible for supporting the Principal Advisor Crown Entities to manage the Ministry’s relationships and accountabilities regarding Crown entities. This includes providing quality advice relating to Crown entities capabilities, appointments to statutory positions and also includes advice relating to the performance of Crown Entities. The position will also be responsible for facilitating communication between Minister’s Offices and Crown entities.

### Location

National Office, Wellington

### Reports to

## Manager Strategy and Performance

## Key responsibilities

### Crown Entities

* Monitors the performance of Crown Entities for whom the Ministry has a monitoring role on behalf of the Minister
* Provides ownership services relating to these Crown Entities, including advice on resourcing, capability, performance and risk
* Manages appointments to statutory positions
* Provides performance and purchase advice relating to the Crown Entities
* Manage relationships with the Crown Entities
* Provides information and guidance, and acts as a contact point for Crown Entities
* Develops effective and constructive solutions to challenges and obstacles in the management of the Crown Entities work programme
* Supports the Principal Advisor to identify and manage risks and operate on a “no surprises” basis internally and externally
* Supports the implementation of improvements to systems and business processes, which meet the needs of both internal and external stakeholders

### Strategic Awareness

* Effectively engages with the Crown entity to ensure that strategic planning is aligned with government expectations and legislative requirements
* Understands the strategic context in which Crown entities operate, reviews entity plans and outcomes frameworks and provides advice to ministers
* Proactively maintains an awareness of emerging issues and risks that may impact on the Crown entities and their sectors and builds this into advice as appropriate

### Relationship Management

* Builds and maintains strong relationships between Crown Entities, the Ministry and the Ministers and their offices
* Builds and maintains positive constructive relationships with Crown Entity appointments, managers and staff
* Builds and maintains strong working relationships with external stakeholders to ensure crown entity processes are followed in order to achieve overall capability
* Manages relationships with Deputy Chief Executives and their staff
* Supports the Principal Advisor with the identification of issues to the Ministry and Crown Entities and opportunities for them in terms of other relationships

### Team Support and Individual Performance

* Takes on project management role, or roles in working groups within Strategy, Investment and Organisational Performance or in other parts of the Ministry
* Contributes to development and management of knowledge within the team
* Actively manages and plans own work programme
* Provides input as required to the team and/or business groups plan

## 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

* Tertiary qualification in a relevant discipline or equivalent operational experience is desirable
* Able to understand management strategic issues
* Experience in issue analysis and report writing
* Sound knowledge of government processes (ministerial and Cabinet roles, Parliamentary processes, budget and public service management systems)
* Technical skills and the ability to communicate with Senior Managers
* Project management skills
* Familiarity with basic computer software and tools such as Microsoft Word, Excel and PowerPoint
* Experience in developing accountability documents and the role of Government

## Attributes

* Strategic thinker – capable of thinking from different perspectives and modes, future-oriented, able to recommend new and innovative processes or developments
* Able to demonstrate strong analytical, conceptual and strategic thinking skills, including social service business and policy analysis
* Highly effective communication skills – able to communicate concisely and clearly in all medium, able to adapt style to meet the needs of the audience
* Strong relationship management skills – works effectively with all internal and external stakeholders to accomplish organisational goals
* Exercises sound judgement and political sensitivity (high degree of political nous)
* Strong leadership skills – able to lead, encourage and motivate others, in both a formal and informal context
* Self-starter with initiative – is energetic, determined and highly motivated, committed to excellence
* Able to keep on top of developments within the field and implement changes
* Able to work under pressure - organises and schedules own work to meet competing demands/deadlines without compromising quality
* Proven credibility, integrity and professionalism – demonstrates these characteristics at all times
* Strong work ethic – shows conscientiousness, drive and determination in all situations
* Demonstrates a pragmatic, adaptable, open-minded, reflective and forward thinking style, is committed to learning and extending self and continuously seeks opportunities for different and innovative approaches to work

## Key relationships

### Internal

* Deputy Chief Executives and their staff
* Crown Entity appointments, managers and staff

### External

* Ministers and their offices
* Central Government agencies (especially Public Service Commission)
* External agency managers and staff

## Other

### Delegations

* Financial – No
* Human Resources - No

### Direct reports - No

### Security clearance - No

### Children’s worker - No

Limited adhoc travel may be required

**Position Description Updated:** August 2024