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| Senior Communications & Engagement Advisor |

## About us

Our agency’s purpose is to shift the system using data and evidence, so that the system invests earlier and more effectively to improve the lives of New Zealanders.

We want to make a difference for New Zealanders. We need diverse thinking, backgrounds, and experiences to deliver our core business of improving outcomes for New Zealanders. We also need an inclusive culture where people are valued, respected, and supported to reach their potential and fully contribute to our mahi

### Our values – how we do things around here



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| **Tāngata** We’re about people | **Manawa Māui** We are a catalyst for change | **Taunakitanga**We influencethrough evidence | **Puaretanga**We’re transparentby nature |
| It’s about people. They will do better, sooner and for longer, when we partner with others to develop and deliver services. | We challenge the status quo constructively and seek better ways of doing things. | We use evidence to influence positive change for New Zealanders. | We will share what we’re doing, how we’re doing it, and what we learn |

## About 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.

## About the position

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| The purpose of this position |
| The Senior Engagement and Communications Advisor delivers strategic engagement and communications advice and services to the Social Investment Agency to support the implementation of the social investment approach. This senior role requires an experienced communications professional able to plan and execute communications strategies, manage projects effectively, and enable and support teams to engage within government and externally.The role must maintain a high level of credibility across their agency for trust, good judgement, consistency, and strategic thinking. |
| Team and location | Office of the Chief Executive, Wellington |
| Reporting to | Strategic Communications Manager |
| Salary band | Band 17: $104,885-$148,073Starting salaries are negotiated based on relevant skills and experience, with offers generally made between $104,885- $123,394. |

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| What you will do to contribute | As a result we will see |
| **Engagement*** Support and coordinate sector wide stakeholder engagement in relation to specific work programmes.
* Work with teams to ensure consistent messaging, effective relationship management across the Agency, and the best use of channels and fora.
* Proactively manage media engagement and relationships with key media outlets in relation to the Agency’s work in conjunction with your Manager.
* Participate as an active team member and contribute knowledge and expertise needed to achieve the Agency’s outcomes.
* Build and maintains effective relationships and partnerships with internal and external stakeholders as necessary.
 | * The Agency has a clear understanding of who its stakeholders are, what they need from the Agency and how the agency can support them to implement the social investment approach.
* SIA’s role as a central agency is understood
* Stakeholders are well informed and linked into key priorities for the Agency.
* Consistent messaging with internal and external stakeholders
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| **Communications*** Undertake proactive internal and external communications planning; working with your Manager.
* Work with other staff to develop and deliver group-specific internal and external customer engagement strategies and tools.
* Work with your Manager to plan content for social media and develop and deliver responses to media queries.
* Support Ministerial Servicing with the writing and production of products such as Information Act requests, Parliamentary Questions and other ministerial work.
 | * The Agency’s work is published in a timely manner, through all relevant channels including directly to stakeholders.
* The Agency’s communication and engagement demonstrate good practice and support the Agency’s outcomes.
* Models the desired values and culture of the organisation.
* Willingly shares knowledge and expertise within the team and with others in the organisation.
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| **Risk Management*** Actively identify and manage role or practice level risks, including escalation of risks and issues when necessary.
* Ensure that analysis, data and information supplied is accurate and verified.
 | * Role level risks are identified and managed appropriately.
* Independent assurance that the Agency is operating and accounting for performance in an appropriate and transparent manner.
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| **Health and Safety*** Take responsibility for meeting the Agency’s obligations in workplace health and safety.
 | * Observing the Agency’s health and safety procedures.
* Participating in health and safety initiatives and training where appropriate.
* Providing suggestions for improvement of health and safety.
* Reporting incidents and hazards promptly.
* Know what to do in the event of an emergency.
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## About you – what you will bring specifically

### Experience and knowledge

* Proven experience developing and implementing communications and engagement strategies
* Excellent writing, editing and oral communications skills.
* Strong relationship management and influencing skills, and with a proven ability to build effective relationships with senior leaders.
* Experience in stakeholder management and relationship building.
* A proactive approach, with initiative take ownership and a willingness to support the wider team.
* Proven experience in providing clear and trusted advice to Ministers, officials and senior managers.
* Understanding of Government decision-making and operating procedures.
* Experience in managing and leading engagements including workshops and other events.

### Characteristics

* Engaging others – connects with others, listens, reads people and situations, communicates tactfully.
* Achieving ambitious goals – committed and tenacious, ambitious.
* Curious – thinks analytically and critically, displays curiosity, mitigates analytical and decision making biases.
* Honest and courageous – shows courage, shows decisiveness, leads with integrity.
* Resilient –show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.
* Self-aware and agile – encourages feedback on own performance, can self-assess, adapts approach, shows commitment to development.

### Capabilities

* Implements strategy – aligns their work with strategic objectives and the Agency’s vision.
* Communicates clearly – tailors messages so they are clear, succinct, and resonate with their different audiences.
* Supports organisational performance – suggests and acts on opportunities to do things differently and improves processes to achieve gains in effectiveness and efficiency.
* Builds internal relationships – contributes to their team, works collaboratively with others across the organisation and takes an organisation-wide view. Builds external relationships and interacts effectively with customers and other external stakeholders.
* Inclusive – welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
* Shows political awareness – displays an understanding of the essentials of how the government and the public sector work.
* Manages and delivers on work priorities – plans and organises self to deliver work commitments to required timeframes and quality standards.
* Develops others – shares own experiences and learning and demonstrates and teaches specific technical skills.

### Other requirements

* Must have the legal right to live and work in New Zealand.
* Willing to take on responsibilities (within limits) outside the prescribed position description.