POSITION DESCRIPTION

Position Title
Adviser Practice and Quality

Reports To
Unit Manager Practice, Quality and Capability

Group
Pacific and Development Group

Location
Wellington

Term of Position
Open Tenure

Date Created/Updated
June 2018

About the Ministry
The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to make New Zealand safer and more prosperous. It does this by working to understand geopolitical changes across the world, advancing the Government’s international priorities, and providing advice to the Government on its implications. By building connections and influence in other countries we act to promote and protect New Zealand’s interests.

We seek to deliver value to New Zealand and New Zealanders, through:

- improved prosperity for New Zealand and our region
- the stability, security and resilience of our country, our people and our region
- leadership by amplifying New Zealand’s influence and standing in the world
- kaitiakitanga or stewardship, by delivering solutions to global challenges for the benefit of present and future generations.

Our values are:

Impact
- We achieve for New Zealand, everyday, everywhere

Kotahitanga
- We draw strength from our diversity

Courage
- We do the right thing

Manaakitanga
- We honour and respect others

Diversity and Inclusion

We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.
About the Division

The Development, Capability and Insights (DCI) division has key focus areas - business practice, learning and development, evidence-based evaluation, planning, International Development policy, legal advice and reporting. DCI is responsible for an evidence-informed performance system that integrates results-based aid management, learning and development; processes; business practice support to other PDG units and technical system support.

About the Position

This position provides best practice advice, coaching and support to stakeholders on PDG’s business case approach and facilitates ways to continuously improve practice to required quality standards across the group. The position maintains key relationships with business case authors and assists the Senior Adviser on governance, risk management, development of guidelines, reporting and maintaining strategic frameworks.

Key Accountabilities

The following key accountabilities of this role assist in delivering the Ministry’s purpose:

Role specific

- Using a ‘business partnering approach’, providing advice, coaching and mentoring to business case stakeholders on the Business Case Approach (BCA) in order to support effective decision making while also helping stakeholders meet practice requirements as detailed in the Quality Assurance Framework (QAF)
- Reviewing and giving feedback to authors on how to write business cases, apply assessment criteria consistently, identify risks and develop mitigation strategies and to improve practice overall
- Supporting the Senior Adviser on governance, risk management, development of guidelines, reporting and maintaining strategic frameworks
- Maintaining a programme dashboard that aggregates all four year plans (4YPs) and lists all assessment profiles
- Ensuring close relationships are maintained with key stakeholders, allowing a good knowledge of the business requirements and advance planning of upcoming work streams
- Delivering a high degree of customer service to key stakeholders (particularly authors) ensuring that outputs are meaningful and decision making is sound
- Alongside the Senior Adviser, providing timely internal quality assurance reporting to measure compliance with operational policies, quality standards, processes and guidelines.
- Facilitate ways to improve practice by looking for learning opportunities and guiding managers in realising these

Functional Management

- Drive efficient and effective ways of working, ensuring agreed processes and systems are implemented within team

Relationship Management

- Develop and influence a clear map of relationships with decision-makers, policy-makers and thinkers that advance the division’s objectives
- Develop and maintain relationships with key internal and external stakeholders in order to advance the division’s objectives
Organisational Responsibilities

- Demonstrate and lead alignment with the organisation’s values, goals, policies and procedures
- Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies and external stakeholders
- Actively input into and support the Ministry’s strategic priorities and high-level outcomes framework
- Contribute to the preparation and reporting requirements of the Ministry’s accountability documents
- Foster strong working relationships across the Ministry
- Contribute to Ministry-wide projects and emergency response situations
- Apply tikanga and Treaty of Waitangi principles, ensuring staff also have a good understanding and are able to apply the Ministry Māori dimension in a way that is relevant to the context of our business and underpinned by Ministry values
- All other duties as requested by the employer

Knowledge Management

- Contribute to the continuous development of the Ministry’s knowledge base by using the Ministry’s internal systems, sharing information and data with relevant internal stakeholders, including contributing to/presenting at internal learning and development opportunities

Health and Safety

- The Ministry is committed to providing a safe, healthy and secure working environment for all staff, contractors and other workers, both on and offshore.

You are responsible for:

- ensuring that health and safety resources and processes are in place and are being appropriately used
- engaging with staff, and contractors to enable proactive participation in matters related to health and safety
- ensuring that health and safety hazards are identified (in consultation with staff), that controls are in place, that associated risks are being assessed and regularly reviewed, and an action plan determined to eliminate or mitigate the risks so far as reasonably practicable
- implementing the agreed actions to eliminate or mitigate the assessed risks and monitoring and reviewing progress
- ensuring that the group or event hazard and risk register documents are regularly updated and controls are regularly reviewed
- ensuring that all health and safety incidents, illnesses, injuries, near misses are immediately reported through the HR Kiosk and followed-up
- ensuring that significant hazards and risks or critical incidents are drawn to the immediate attention of your manager.

Qualifications, Experience, Knowledge & Skills

Qualifications

- Relevant degree
- Relevant qualification such as MSP, Prince2 or PMP will be desirable
- Good knowledge of programme/project management methodologies
- Knowledge of Agile methodologies
Experience
- Experience with Better Business Cases and/or strong business acumen
- Providing advisory services in a customer focused support function
- Experience working in a team to drive best practice and measuring/monitoring quality
- Business planning and reporting in a complex environment
- Experience working with central agencies and/or cross-agency programmes
- Experience working in an agile, fast-paced environment

Skills
- Excellent partnering, networking, relationship and stakeholder management skills
- Ability to think strategically and facilitate decision making
- Good judgement with strong influencing and mentoring skills
- Ability to bring out the best performance in others, including setting expectations, providing feedback, encouraging high performance
- Shows the drive and resilience to lead proactively and deliver sustainable high performance
- Demonstrates the drive and ability to improve own capability. Includes self-awareness and self-improvement focus
- Strong oral and written communication skills
- Ability to plan and manage work for self and the team
- Sensitive to and appreciative of EEO issues

Relationships
The position is required to build and maintain the following relationships:

Internal
- Deputy Secretary
- Assistant Secretary Pacific
- Divisional Managers, Managers and staff in PDG and wider Ministry
- Direct reports
- Other MFAT staff, both onshore and offshore

External
- Minister of Foreign Affairs and Trade
- Other government departments and agencies
- OECD Development Assistance Committee, United Nations, Global Partnership for Effective Development Cooperation
- International development agencies
- Partner Governments
- Development academics
- Other organisations as appropriate

All delegations are set out in either the Ministry's Instrument of Delegations (IOD) or the Official Development Assistance (ODA) delegations.

Mandatory Role Requirements
- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.
- You must hold New Zealand citizenship.