POSITION DESCRIPTION

Position Title
Senior 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 Group

Pacific and Development Group (PDG) leads an integrated approach to New Zealand’s diplomatic and development engagement with Pacific countries and is responsible for the delivery of the New Zealand Aid Programme in the Pacific and globally.

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 senior position provides advisory support to the Pacific and Development Leadership Team (PDLT) Governance Board in supporting good decision making and stewardship of the overall PDG programme. Using excellent engagement and stakeholder management skills combined with strong analytical and business skills, the position provides strategic thought leadership and guidance on effective governance, planning and business case practice. In addition, the position owns and maintains the Quality Assurance Framework (QAF) and manages the programme risk register on behalf of the Group.

Key Accountabilities

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

Role specific
- Using a ‘business partnering approach’, providing strategic thought leadership with regards to the role the Practice and Quality (P&Q) function plays in executing the business strategy. Champion the function both in the business units and with the PDLT.
- Developing and maintaining PDG’s strategic architecture, business case and activity management approaches ensuring tools, templates and guidelines are fit for purpose.
- Developing and maintaining a Quality Assurance Framework (QAF) that provides the necessary data analytics, processes and structure to support governance across the system
- Ensuring close relationships with and provide advice to Governance Boards and the Group’s Leadership Team on the merits and quality of individual business cases
- Supporting the PDLT in developing and maintaining ODA allocations, moderation and resource management frameworks
- Contributing to the development reporting requirements providing clear line of sight from activities within 4YPs to their contribution to development outcomes and benefits
- Establishing an overall PDG Programme risk register and a monitoring framework to support quality assurance outcomes and providing advice to PDLT on how to manage risks/issues
- Alongside the Adviser, providing timely internal quality assurance reporting to measure compliance with operational policies, quality standards, processes and guidelines.
- Providing support and direction to PDLT and the wider business initiatives and activities as appropriate

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
- Develop effective working relationships with Senior Leaders
People Leadership
- Lead by example, model desired organisational behaviours and inspire non direct reports in a way that gets commitment and motivates them to achieve the required results, whilst aligning with the organisation’s desired culture and values
- Promotion of the values and philosophy of the Ministry particularly in relation to equal employment opportunities responsibilities, good employer philosophy.
- Understanding and promotion of the principles of the Treaty of Waitangi

Functional Management
- Support PDG strategy to build leadership and management capability

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
• Demonstrated strong written and oral communication skills
• Demonstrated experience in working closely and coaching senior executive team/s
• A track record in supporting the development of a range of business cases aligned to strategic objectives
• Providing advisory services in quality assurance and best practice (e.g.: in a PMO and/or professional services environment)
• Experience working in an agile, fast-paced environment
• Experience with Better Business Cases will be desirable
• Experience developing a Quality Assurance Framework and programme Risk Register

Skills
• Good judgement, influencing and mentoring skills at senior executive level
• Excellent partnering, networking, relationship and stakeholder management skills.
• Ability to think strategically and facilitate decision making
• Ability to bring out the best performance in others, including setting expectations, providing feedback, encouraging high performance
• Ability to build trust
• Adaptable and able to work as part of a team
• Agile thinking and ways of working
• Strong oral and written communication skills
• Sensitive to and appreciative of EEO issues
• Demonstrates the drive and ability to improve own capability. Includes self-awareness and self-improvement focus

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.