POSITION DESCRIPTION

Position details

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Senior Regional Advisor</th>
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<tbody>
<tr>
<td>Team/Branch/Group</td>
<td>Provincial Development Unit, Sector Workforce Engagement Programme (SWEP)</td>
</tr>
<tr>
<td>Location</td>
<td>Wellington</td>
</tr>
<tr>
<td>Date</td>
<td>July 2020</td>
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Our purpose

Our purpose is to grow the New Zealand economy to provide a better standard of living for all New Zealanders. To achieve this, we need a strong, high performing economy, where for example, people (workers, consumers and investors) are protected and aware of their rights and obligations; and the integrity of the environment is maintained.

As one of New Zealand’s largest government agencies, the work we do impacts the lives of all New Zealanders. We work to increase household incomes by helping businesses to be more productive and internationally competitive, increasing opportunities for all New Zealanders to participate in the economy through improved job opportunities, and by ensuring quality housing is more affordable.

This is all echoed in our Māori identity – Hikina Whakatutuki – which broadly means “lifting to make successful”.

How we work

Our aspiration is that MBIE is a great place to work where great work gets done.

We believe in harnessing the potential of our people and the diverse skills and life experiences they bring to MBIE.

Our targets are challenging and require us to work with others, and across the Ministry (making the most of our size and scope).

Our people will need to adopt a generous disposition and actively seek out opportunities to be purposely collaborative across MBIE. This means asking ‘why not?’ instead of ‘why?’, and leveraging off the collective that is MBIE in the pursuit of goals that stretch right across teams, branches and groups.

We work across government, and New Zealand, in a way that enables us to expand and deepen our understanding of businesses and markets. We use our extensive presence across New Zealand and around the world to make and leverage domestic and global connections.

With our Crown entity partners we work collaboratively with other government agencies; local government; businesses; industry, sector, union and employer groups; consumer groups; Māori leaders; and scientists to develop and deliver fit-for-purpose policy, services, advice and regulation that support people, businesses, communities and regions to be successful.

As the lead agency for providing government services for business, we are focussed on making it easier for business to interact with government.
Our Values

Māia – Bold and Brave
Tāwhia tō mana kia mau, kia māia. Retain and hold fast to your mana, be bold, be brave:
We challenge the status quo; We’re curious; We explore new ideas

Mahi Tahi - Better Together
Mā mahi tahi ka ora ka puāwai By working together we will flourish and achieve greatness:
We collaborate and respect the experiences of others; We share our knowledge; We connect and partner with our communities

Pae Kahurangi – Build Our Future
Ka huri taku aro ki te Pae Kahurangi, kei reira te oranga mōku. We turn our attention to the future, that’s where the opportunities lie: We learn from the past to shape the future; We protect what’s precious, our taonga; We listen to lead the way

Pono me te Tika – Own It
Ā tātou mahi katoa, ka pono, ka tika Taking responsibility to commit to doing things right:
We take responsibility and do what we say we will; We embrace the differences of others, always; We hold ourselves and each other to account

Our structure

The Ministry comprises around 4,300 staff operating in New Zealand with a further 500 staff in overseas locations.
The Ministry has eight business groups: Building, Resources and Markets; Corporate, Governance and Information; Finance and Performance; Immigration New Zealand; Labour, Science and Enterprise; Market Services; the Provincial Development Unit (PDU) and Strategic Policy and Programmes.
The Senior Regional Advisor reports to the Sector Workforce Engagement Programme (SWEP) Programme Director, within the Provincial Development Unit (PDU).
The Unit has three branches:
• Strategy, Planning & Performance
• Regional Development
• Investment Management

Position purpose

The Senior Regional Advisor supports the Skills and Employment team and regional based staff in their leadership of Government partnerships in Regions including the Maori Trades and Training Fund
The Senior Regional Advisor assists the PDU to co-ordinate cross-agency Regional work programmes, develop relationships and facilitate investment in regional projects.

Key relationships

• Programme Director SWEP
• Ministers and staff in Minister’s offices
• Independent Advisory Panel
• Regional Government Agencies including MPI, TPK, DOC, MoT, NZTE and NZTA
• All managers & staff in PDU
• All MBIE Staff
• Regional Leaders (council, business iwi, industry, community organisations)
• Government officials relevant to the Region and Wellington officials
Responsibilities of this position are expected to change over time as the Ministry responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves. This includes performing any other reasonable duties as required.

<table>
<thead>
<tr>
<th>Key accountability or deliverable</th>
<th>Indicators of success</th>
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| **Key Deliverables**             | • Support the Skills and Employment team and regionally based staff in their leadership of Government partnerships in Regions.  
• Assist with co-ordination of cross-agency regional and sector work programmes  
• Develop and draft business cases, including funding applications, with support from the Skills and Employment team  
• Develop and manage regional/sector relationships to ensure projects are effective  
• Address regional policy issues  
• Manage contract relationships  
• Provide support to the Programme Director by:  
  • Being actively involved with all Regional projects, i.e. progress, roadblocks, deliverables etc.  
  • Assisting to co-ordinate Government support for projects across Region  
  • Building and nurturing strong relationships with key stakeholders |
| **Relationship Management**      | • Participate as an active team member and contribute knowledge and expertise needed to achieve PDU and MBIE outcomes  
• Develop effective working relationships with other PDU staff and MBIE managers and staff  
• Build and maintain effective relationships and partnerships with internal and external stakeholders, as necessary, in order to identify and share best practice information and to promote PDU, its products and services  
• Represent whole-of-Ministry views and protects its reputation in any external interactions |
| **Safety and wellbeing**         | • Display commitment through actively supporting all safety and wellbeing initiatives  
• Ensure all staff/colleagues maintain adequate safety standards on the job through consultation, training and supervision  
• Ensure own and others safety at all times  
• Comply with relevant safety and wellbeing policies, procedures, safe systems of work and event reporting  
• Report all incidents/accidents, including near misses in a timely fashion  
• Is involved in health and safety through participation and consultation |
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<td></td>
<td>• Show evidence of participation in safety and wellbeing activities</td>
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<td></td>
<td>• Demonstrate support of staff/colleagues to maintain safe systems of work</td>
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<tr>
<td></td>
<td>• Show evidence of compliance with relevant safety and wellbeing policies, procedures and event reporting</td>
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### Competencies

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<td><strong>Cultivates Innovation</strong></td>
<td><strong>Shape the agenda</strong>, creating new and better ways for the organisation to be successful, by <strong>Coming up with useful ideas that are new, better or unique</strong></td>
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<td><strong>Nimble Learning</strong></td>
<td><strong>Actively learn through experimentation when tackling new problems, using both successes and failures as learning fodder</strong>, by <strong>Learning as we go</strong>, when facing new situations</td>
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<tr>
<td><strong>Collaborates</strong></td>
<td><strong>Support others</strong>, building partnerships and working collaboratively with others to meet shared objectives, by <strong>Working co-operatively with others across MBIE, the public sector and external stakeholder groups to achieve shared objectives</strong></td>
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<td><strong>Customer Focus</strong></td>
<td><strong>Build strong customer relationships and delivering customer-centric solutions</strong>, by <strong>Gaining insights into customer needs</strong></td>
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<td><strong>Action Oriented</strong></td>
<td><strong>Take on new opportunities and tough challenges with purpose, urgency and discipline</strong>, by <strong>Readily taking ownership</strong> and action on challenges, without unnecessary planning, and being accountable for the results</td>
</tr>
<tr>
<td><strong>Decision Quality</strong></td>
<td><strong>Make good and timely decisions that keep the organisation moving forward</strong>, by <strong>Making sound decisions, even in the absence of complete information</strong></td>
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- Considering all relevant factors and using appropriate decision-making criteria and principles, **taking calculated risks** where required
- Recognising when a quick 80% solution will suffice, and when it will not
- Analysing information to make effective decisions in order to improve performance

### Organisational commitment and public service

Role models the standards of Integrity and Conduct for the State Services Contributes to the development of, and helps promote and builds commitment to MBIE’s vision, mission, values and services, by

- Willingly undertaking any duty required within the context of the position
- Managing own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents
- Understanding Equal Employment Opportunities (EEO) principles and the application of these to MBIE
- Complying with all legislative requirements and good employer obligations

### Personal specifications

- Demonstrable experience of project delivery within work programmes and within Agencies
- Demonstrable experience establishing and maintain strong relationships at all levels of an organisation and across government and to develop trust and credibility with stakeholders, managers and staff
- Strong written and verbal communication skills
- Understanding of skills and employment
- Experience influencing others to move toward a common vision or goal
- Flexible and adaptable; able to work in ambiguous situations
- A team player who works collaboratively with, and through others
- Understands how a government agency functions, understands key government processes and current Government priorities
- A strong track record of achievement of results and ability to maintain a clear focus on long term goals
- Able to establish and maintain effective working relationships with a wide range of people which gains the trust and support of peers and collaborators
- Ability to deal with concepts and complexity comfortably
- Can mentor and coach others

Tertiary qualification in relevant discipline

Must have the right to live and work in New Zealand