Job Description / Whakaahuatanga Mahi

Job Title	Senior Advisor, Strategic Policy
Business unit	Policy Unit
Reports to	Team Leader, Strategic Policy
Direct Reports	N/A
Financial Delegations	N/A
Location	Wellington
Date	September 2023

Public Service Introduction / Kōrero Whakataki mō ngā Ratonga Tūmatanui

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 National Emergency Management Agency / Te Rākau Whakamarumaru

The National Emergency Management Agency (NEMA) provides national leadership to Aotearoa New Zealand's distributed emergency management system. NEMA's primary focus is on the performance and capability of the emergency management system as a whole, across all hazards and all risks and the 4 Rs of risk reduction, readiness, response and recovery.

What we do / Ā mātau mahi

The primary function of NEMA is to support and enable communities to manage emergencies and keep Aotearoa New Zealand resilient, safe and secure.

NEMA works with the diverse range of organisations that comprise the emergency management system. Each has different responsibilities and focus areas, and varying levels of resources and capability. These organisations include communities and their local

authorities, Civil Defence Emergency Management (CDEM) Groups, central government departments and agencies, emergency services, welfare agencies, lifeline utilities and education providers, researchers, international agencies, and non-government organisations.

NEMA:

- Provides advice to government on emergency management matters.
- Identifies hazards and risks
- Develops, maintains and evaluates the effectiveness of the emergency management strategic framework
- Ensures coordination at local, regional, and national levels
- Promotes emergency management and improves public awareness about how to prepare for, and what to do in, an emergency
- Supports emergency management sector capability development, planning and operations, including developing guidelines and standards
- Monitors and evaluates the performance of the 16 regional CDEM Groups (Groups)
- Maintains and operates the National Crisis Management Centre (NCMC), including the maintenance of a duty team to staff the Centre, and issue warnings and public information.
- Manages the central government response to, and recovery from emergencies as described in the CDEM Act and National CDEM Plan Order.

Our Values / Ō Mātau Uara



NEMA values diversity and inclusion. We want our workforce to reflect Aotearoa's people and communities. We value and respect the contributions of our people with a broad range of backgrounds, experiences, skills and perspectives. We support flexible ways of working that bring out the best in our people.

NEMA recognises Te Tiriti o Waitangi, the continuing partnership between Māori and the Crown. We are committed to growing the role iwi Māori play in the emergency management system and integrating te ao Māori into emergency management.

Policy Unit

The Policy Unit / Wāhanga Kaupapahere is responsible for providing emergency management related policy advice to government, the CDEM sector, and the wider emergency management and national security systems. The Policy Unit also supports NEMA, its Executive Leadership Team, its Regional Emergency Management Advisors, operational business units and CDEM Groups.

Role Purpose / Kaupapa Tūranga

The purpose of the Senior Advisor, Policy is to:

- Provide policy advice on significant emergency management policy matters, including changes to the CDEM Act and National Civil Defence Emergency Management Plan.
- Contribute to NEMA's stewardship of the Civil Defence Emergency Management Act 2002, National Civil Defence Emergency Management Plan and Guide, and National Disaster Resilience Strategy.
- Support NEMA in honouring Te Tiriti o Waitangi and progressing true partnership through policy advice.
- Provide high quality advice during emergency responses and recoveries.
- Engage on policy proposals across central government, and wider public/sector/iwi/Māori.

Key Accountabilities / Ngā Kawenga Matua

Key accountability areas	Performance indicators
Thought leadership	• Contribution to policy projects (or leading discrete pieces of work within a larger project) on matters within assigned portfolio, including undertaking analysis and engaging others to deliver high quality advice and outcomes. • Flexible contribution to the broader work of the Policy business unit and NEMA, including through leading and contributing to cross-NEMA projects, and providing analytical and policy support to other team members as required. • NEMA's policy work programme supports a te Ao Māori perspective and delivers on the Crown's obligations under the Te Tiriti o Waitangi. • Supportive in building the capability of the team, through peer review of policy work using the Policy Project standards for policy advice. • Support provided to the operation of the emergency management system during emergencies.

	• Thought leadership, guidance and advice provided internally and externally on other emergency management issues/topics as necessary.
Stakeholder and partner relationship management	• Coordination and support of interagency and external collaboration, including influencing wider government policy development to support emergency management objectives. • Feedback from iwi and Māori is reflected in NEMA's emergency management policy advice. • Ministers' and Senior Officials' requirements anticipated in order to deliver policy products that enable effective and timely decisions, and they are supported to uphold their Parliamentary, Official Information Act and media responsibilities.
Health and safety for self	• Takes personal responsibility for keeping free from harm • Follow safe working procedures • Report incidents promptly • Report hazards promptly and suggests appropriate remedies • Knows what to do in the event of an emergency • Co-operates in implementing rehabilitation plans

Key Relationships / Ngā Hononga Matua

Internal	• Team Leader, Strategic Policy (Line Manager) • Manager, Policy Unit • Deputy Chief Executive, Strategic Enablement • Principal Advisors, Policy • Office of the Chief Executive • Planning and Sector Partnerships, and Risk and Recovery Unit staff
External	• Central Government Agencies • DPMC, including National Security Group, DPMC Legal • CDEM Groups and relevant governance boards • Minister for Emergency Management (and Minister's office)

Qualifications/Experience / Ngā Tohu/Wheako

Essential

- A relevant tertiary qualification or an equivalent body of knowledge and experience.
- Experience in persuading, influencing, building and maintaining effective collaborative relationships.
- Excellent written capability to present complex ideas in an easily understood format
- The Policy Project's Policy Skills Framework describes the knowledge, skills and behaviours required of NEMA's policy advisors. Senior Policy Advisors are expected to demonstrate these at the *practising* level. For detailed descriptors, refer to the full Policy Skills Framework here.

	Component	General Requirement
KNOWLEDGE: Knowledge in these areas is **essential**	**Domain Knowledge:** Specialist subject matter expertise	A solid understanding of emergency management, national security, and/or risk management is desirable. An interest in the field and proven aptitude for fast learning is essential.
	Government Systems and Processes: Cabinet and Parliamentary processes and other requirements relevant to policy making	A practical understanding of, and interest in, public sector systems and processes, including the Machinery of Government.
	Political Context and Priorities: Government priorities and relevant political context.	A detailed understanding of Government priorities and relevant political context as it relates to national security.
APPLIED SKILLS: Skills in the following areas are **essential**	**Evidence, Insights and Evaluation:** Gather and generate evidence to support analysis	Experience using quantitative and qualitative evidence to inform decision-making.
	Analysis: Apply analytical frameworks and methods to make sense of evidence	Experience using relevant policy frameworks and analytical tools to analyse issues and develop advice.
	Design for Implementation: Design policy proposals to include workable delivery and implementation options	Experience in developing delivery options for policy proposals.
	Plan & Manage Work: Ensure advice is delivered using the right mix of resources and 'right touch' project management method	Experience across the complete policy development process, from commissioning to delivery. Can lead simple-to-moderate policy projects.
	Advise & Influence: Deliver advice that is robust, free and frank, compelling	Experience providing policy advice in a public sector organisation or demonstrable experience in a relevant field.
	Strategic Thinking: Incorporate longer-term and broad system perspectives to shape policy trajectories	Ability to think strategically about issues when developing policy advice and to anticipate future trends and their implications for existing policy trajectories.

	Feedback & Coaching: Constructive challenge and feedback to develop the capability of individuals and teams	Seeks and learns from constructive feedback, and is able to provide constructive feedback to others.
	Communication: Deliver clear and compelling messages fit for purpose and audience	Excellent oral and written communication skills, and developing representational skills.
	Engagement & Collaboration: Engage stakeholders and build relationship capital to understand diverse expectations, co-create solutions and support implementation	Ability to proactively build and leverage collaborative stakeholder relationships at a range of levels.
BEHAVIOURS: The following behaviours are **essential**	**Improvement & Innovation:** Seek ways to 'do thing better' and 'do better things'	Actively seeks to further develop own knowledge, skills and competencies through a range of experiences and contributes to the improvement of the quality of policy processes.
	Agility: Responsive to change and resilient to uncertainty and setbacks	Ability to quickly adjust and adapt to changing conditions and still perform to the required standards.
	Political Savvy: Navigate issues, relationships and situations with sensitivity to the political context	Ability to build trust with ministers and decision-makers, approach difficult situations, and influence without authority. Exercises judicious conduct and speech and shows prudence and circumspection when required.

Desirable

- Significant experience in scoping and leadingpolicy projects to deliver expected outcomes.
- Demonstrated experience in systems-thinking approaches to deliver policy advice.
- Knowledge of emergency management processes and planning.
- Acts with Māori perspectives in mind, with an understanding of Te Tiriti and Tīkanga Māori.
- An understanding of the CDEM Act 2002, the National CDEM Plan, Guide, and supporting plans.
- Understanding of Cabinet and wider Machinery of Government processes.

Personal Attributes

- An ability to deliver high quality work output under pressure
- Flexibility of approach/thinking, able to adapt in constantly changing circumstances
- Ability to take initiative and work autonomously.
- Willingness to grow Māori capability and cultural confidence

- Comfortable facilitating a collaborative work environment, with a constant eye on completing the objective and goals of the policy unit
- High level of judgement with the ability to make effective decisions in complex situations
- The discretion and tact to handle confidential and private information

Emergency Response / Urupare OhotataAssistance will be required in the response to and recovery from a national, regional or local emergency, as directed. This may involve work in the National Coordination Centre (NCC) / National Crisis Management Centre (NCMC) or another location, and may include potentially long hours and challenging working conditions, e.g. an emergency could occur at any time of the day or night and may require working shifts and /or working weekends. NEMA will do all in its power to support staff in meeting their work and family responsibilities during an emergency.

Health and Safety / Hauora me te Haumaru

NEMA is committed to providing a healthy and safe work environment. Everyone at NEMA (including managers, employees, secondees, contractors and consultants) have health and safety responsibilities. They are expected to meet these and contribute to ensuring NEMA is a healthy and safe place to work by:

a) Taking personal responsibility for keeping free from harm

b) Notifying management of any hazards or potential hazards, and making suggestions for mitigating actions

c) Undertaking work and using equipment as specified in relevant documentation

d) Reporting incidents, injuries and near misses promptly

e) Acting in a safety conscious manner at all times and following safe work procedures, including monitoring and managing the hours they work

f) Knowing what to do in the event of an emergency

g) Supporting NEMA's health and safety initiatives, including cooperating with rehabilitation plans.

In addition to the above, managers and team leaders are responsible for:

h) Ensuring that staff are supported in addressing health and safety concerns

i) Ensuring incidents, injuries and near misses are recorded, reported and investigated in a timely manner

j) Undertaking remedial actions as soon as reasonably practicable.

Security Requirements / Ngā Whakaritenga Haumarutanga

This position requires New Zealand citizenship or Permanent Residence, and the ability to obtain and maintain an internal /national security clearance at Confidential, Secret or higher.

You must satisfactorily complete pre-employment checks which will include, but are not limited to, criminal and credit checks.

Rotation / Hurihanga

NEMA requires a workforce that is flexible and able to adapt to meet the rapidly changing scope of government needs and priorities. NEMA also seeks to be an employer that provides development and career opportunities and will work with employees in supporting them to grow and extend their skills, knowledge and abilities.

To achieve this, every employee will have a professional development plan in place. In addition, from time to time NEMA or an employee may propose a transfer to another position within the department where the employee has the relevant skills and experience. Any such transfer would require the agreement of both NEMA and the employee, and would take place on the same terms and conditions of employment, unless both parties otherwise agree.

Changes to Job Description / Ngā huringa ki te Whakaahuatanga Mahi

Positions in NEMA may change over time as the organisation evolves and changing priorities occur. Therefore, we are committed to maintaining a flexible organisation structure which best enables us to meet changing market and customer needs. Responsibilities for this position may change over time as the job evolves and such change may be initiated as necessary by the manager of this position.