Senior Advisor - International Strategy and Planning

Position Details

Reports to: Team Leader – Strategy and Planning

Location: Police National Headquarters

District/Service Centre: Operational Services & RP

Shift Work/Non-Shift Work: Non shift work

Group: International Services Group

Remuneration Range: Band I

Level Purpose: Individual Contributor

Employee Type: Employee

Direct Reports: Nil

Delegated Financial Authority: Nil

Working at Police (who we are)

New Zealand Police delivers services that ensure communities are safe and feel secure, with less crime, road trauma and fewer victims. Police operates 24 hours a day in a complex environment actively preventing crime and crashes. With around 15,000 staff, we work from community-based police stations and large policing hubs, operate on land, sea and in the air, and respond to over 860,000 emergency calls every year.

Values:

Our Values provide a guide to the way New Zealand Police work, operate, and make decisions, and reflect what is important to us and the communities we serve.

Professionalism	Taking pride in representing New Zealand Police and making a difference in the communities we serve
Respect	Treating everyone with dignity, upholding their individual rights and honouring their freedoms
Integrity	Being honest and upholding excellent ethical standards
Commitment to Māori and The Treaty	Acting in good faith of, and respecting the principles of Te Tiriti O Waitangi – partnership, protection, and participation
Empathy	Seeking understanding of, and considering the experience and perspective of those New Zealand Police serve
Valuing Diversity	Recognising the value different perspectives and experiences bring to making us better at what we do

Position Overview (where you'll be working)

The International Services Group supports New Zealand's foreign policy objectives, further our international law enforcement interests and contributes to disaster and emergency response and security liaison.

To support the delivery of these outcomes the Senior Advisor - International Strategy and Planning will be responsible for providing efficient and effective advice on capacity-building and international relations to ISG. The primary purpose of the role is to:

- Provide advice on the planning and implementation of ISG strategies and activities
- Contribute to the design, monitoring and reporting of activities
- Support the planning and coordination of international delegations visiting NZ Police
- Prepare quality, will written official correspondence (cabinet papers, PQ, OIAs and media releases) and briefings as required by the Minister of Police, Commissioner of Police, and the Chief Executives of partner agencies and other Government departments.
- Contribute to the development of strategy and planning capability through exemplary practice and coaching of junior staff.

The purpose of leadership in this role is to deliver (or enable other to deliver) Our Business.

Responsibilities (what you'll be doing)

The Senior Advisor – International Strategy and Planning will:

1. **Be safe and feel safe**
   - Understand the hazards in your work area and eliminate or minimise the associated risk
   - Report all accidents, incidents and near misses in My Police in a timely fashion.
   - Actively participate in Wellness and Safety initiatives and training.

2. **Service delivery**
   - Contributes, peer reviews and where appropriate leads the writing of policy papers, Cabinet Papers and multi-agency work on strategy, security, and development.
   - Contributes and where appropriate leads the development of ISG strategic and business plans and advises on the alignment of NZ Police's overseas capacity-building programmes within NZ foreign policy objectives.
   - Contributes and where appropriate leads briefing requirements for international delegation visits and bilateral working groups.
   - Provides internal and external stakeholders with advice on the appropriate level of activities to meet ISG's programme objectives.
   - Supports the Team Leader to develop and strengthen monitoring, inspection and evaluation procedures, including contributing to the development of performance frameworks such as Results Tables, KPRs and dashboards for capacity-building programmes with stakeholders.
   - Assists in capacity-building performance-related monitoring, review, reporting, correspondence.
   - Supports the Team Leader with providing training and guidance to NZ Police overseas Advisors to ensure quality assurance and consistency in reporting are achieved across all programmes in accordance with agreed performance reporting obligations.
   - Advises on the development of risk and performance measures and Service Level Agreements with funders and stakeholders as required.

- Contributes to identifying ways of enhancing NZ Police's capability and processes for planning, training, deployment and resource management, and reporting of international activities.
- Coach and mentor new and less experienced staff.
- Motivates and encourages others to achieve desired outcomes and to pursue excellence in work standards.
- Provides support to the Team Leader: International Strategy and Planning in managing and implementing change in relation to identified strategic objectives, programmes and other initiatives at an international level.
- Relieves as Team Leader: International Strategy and Planning when and if required.
- Supports overseas Advisors and Programme Officers in areas of project management, building relationships, quality performance reporting and best principles and practices in Strategy and Planning.
- Supports the creation, delivers components, of pre-deployment training modules for NZ Police overseas Advisors to ensure adherence to programme management requirements.
- Uses, encourages and promotes the principles of Māori responsiveness, international cultural immersion among advisors and foreign language learning.

3. Financial Management

- Assists managers with the evaluation of business proposals and new initiatives with financial implications.
- Provides input and assistance with general project financial management matters as and when required.
- Performs ad-hoc financial analysis to support new funding bids, or to support existing projects, as required

4. Relationship management

- The role is a highly collaborative one, requiring exceptional relationship building and management skills and the ability to work across multiple internal and external partners.
- Maintains partnerships, including those internally and externally to enable a whole of Police, whole of Government commitment to best practice and where effective policing outcomes are achieved.

5. All employees of New Zealand Police are expected to:

- Adhere to New Zealand Police standards of integrity and conduct
- Comply with legislative and statutory requirements within area of expertise, including employment and privacy legislation.
- Model the New Zealand Police Values – Professionalism, Respect, Integrity, Commitment to Māori and The Treaty, Empathy and Valuing Diversity.
- Respect diversity and demonstrate inclusiveness.
- Understand the hazards in their work area and eliminate or minimise the associated risk.
- Report all accidents, incidents and near misses in MyPolice in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training.
- Perform other duties and participate in projects as required.

Key Relationships (who you'll be working with)

The Senior Advisor – International Strategy and Planning can expect to build and maintain effective relationships with:

Internal	Police District Intelligence, Response and Investigations staff across NZ, National Service Groups (Intelligence, Organised Crime, National Security, Investigations, Policy, Media and Ministerial Services), Police Liaison Officers based offshore.
External	Police District Intelligence, Response and Investigations staff across NZ, National Service Groups (Intelligence, Organised Crime, National Security, Investigations, Policy, Media and Ministerial Services), Police Liaison Officers based offshore.

Position Specific Competencies (how you'll deliver results)

To be successful in this role the Senior Advisor – International Strategy and Planning will:

- At least 3 to 4 years of relevant advisory experience
- Demonstrates strong written and oral communication skills
- Strong experience in leading engagement with partners and stakeholders
- Strong experience in leading sound decision making under pressure with complex problems
- Strong experience in providing clear and concise advice, information, and assistance to internal and external stakeholders.
- Manage resources and administrative requirements, including those of others if required
- Experience in supporting open, honest, effective, and constructive relationships
- Proactively manage and escalate identified risks, as appropriate
- Know and act in accordance with the key strategies within Our Business
- Develop the culture and capability of our people and ensure they have the tools to deliver Our Business
- Hold people accountable for delivering their agreed outcomes and activities
- Mentor

Additional information: (what you need to know)

Required Qualifications:

- Post-graduate qualification is desirable

Pre-Employment Checks

- Non-core CA check required (Employee)
- Standard vetting is required
- Drug and alcohol testing, as required, according to guidelines
- Top Secret Government Security Clearance to be obtained and maintained

Work Environment

- Physical Environment: Open plan office, laptop, mobile phone
- Flexibility options: Flexible work options available
- Travel requirements: Domestic and international travel will be required to assist with operational requirements and the maintenance of partnerships.