

Publications Lead - Prevention

Team:	Counter Fraud Centre
Reports to:	Principal Counter Fraud Advisor
Direct reports:	None
Indirect reports:	None
Delegations:	None
Location:	Auckland or Wellington
Travel:	Occasional

Being a Public Servant

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, 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.

Position purpose of the Publications Lead - Prevention

- Support the Counter Fraud Centre advisory team in the production of impactful case studies, guides and other reports that most effectively draw on and highlight the SFO's significant expertise and experience in how fraud against the public sector is perpetrated.
- Accountable for the production aspects of CFC publications to an exacting standard. The role will provide advisors with expert direction on the structure, messaging and content of published material, ensuring it better meets the needs of agencies.

What we do matters – Our purpose

The Serious Fraud Office (SFO) is a highly specialised government department whose purpose is to protect New Zealand's financial and economic wellbeing. We do this through our mission of disrupting and deterring serious and complex fraud through prevention, investigation, and prosecution.

How we do things – our principles

Excellence	A world class financial crime and corruption agency.
Connect	Stronger together.

What you will do to contribute	As a result, we will see
<p>Content Development</p> <ul style="list-style-type: none"> Collaborate with CFC’s advisors to develop content for case studies, guides and other reports and material aimed at building resilience to fraud in the public sector. Provide guidance to and take briefs and instructions from CFC subject matter experts. Produce the content and collateral, based on drafts, notes, and discussions, ahead of an accuracy review and approval by the Principal Counter Fraud Advisor. Collaborate with the Communications and Engagement Lead to publish and distribute the material. 	<ul style="list-style-type: none"> Effective collaboration with the CFC advisors. Comprehensive and accurate briefs and instructions elicited from the CFC subject matter experts. Content and collateral require minimal rework. Effective collaboration with the Communications and Engagement Lead. Content and collateral is published and distributed effectively and with maximum impact. Greater capacity for Senior Counter Fraud Advisors to expand engagement across the public service and contribute to detection activity.
<p>Publications</p> <ul style="list-style-type: none"> Develop and implement a clear plan to lift the quality of CFC publications to a consistent, professional standard, with a clear identification of purpose and the needs of the end user. Collaborate with the Communications and Engagement Lead to ensure a fit for purpose communications plan to support the publication of case studies and guides. 	<ul style="list-style-type: none"> Increased impact of our publications. Greater consistency in quality across publications. An increase in satisfaction of key external and internal stakeholders that CFC products meet their needs.
<p>Engagement</p> <ul style="list-style-type: none"> Build close working relationships across the organisation, with a particular focus on the Operational and Legal teams. Provide back up and surge capacity to Communications and Engagement Lead 	<ul style="list-style-type: none"> Reduced churn as drafts are reviewed by our Operations and Legal teams. Improved identification of the most relevant, cutting-edge insights how public sector fraud and corruption are perpetrated. Greater resilience in our communications function.
<p>Delivery Management</p> <ul style="list-style-type: none"> Ensure CFC meets its key performance measures for production of counter fraud case studies and guidance. Ensure processes for production of published CFC reports and materials are streamlined and efficient. 	<ul style="list-style-type: none"> Faster and more efficient production of high-quality case studies and counter fraud guidance.
<p>SFO Communications Function</p> <ul style="list-style-type: none"> Provide surge capacity assistance and absence cover for the tasks and responsibilities for the Communications and Engagement Lead. 	<ul style="list-style-type: none"> Seamless delivery of the broader Communications and Engagement remit. Negligible downtime of the broader communications function.

	<ul style="list-style-type: none"> • Effective collaboration with the Communications and Engagement Lead.
Risk Management and Compliance <ul style="list-style-type: none"> • Be cognisant of risks and mitigate. • Raise risks with your direct manager. 	<ul style="list-style-type: none"> • Organisational risk is minimised, mitigated, or managed appropriately. • Reporting aligns with legal and regulatory requirements. • Reporting meets the needs of stakeholders.
Systems and processes <ul style="list-style-type: none"> • Comply with agreed systems and application access and use policies and protocols. • Enter and update data accurately and comprehensively. 	<ul style="list-style-type: none"> • Use of systems and applications align with agreed policies and protocols. • Data is entered and updated in systems and applications accurately, comprehensively, and in a timely manner. • Systems, applications, and data risks are effectively avoided or mitigated.
Relationship Management and Stakeholders <ul style="list-style-type: none"> • Develop and maintain effective external relationships. • Develop and maintain effective working relationships within the SFO. 	<ul style="list-style-type: none"> • Effective relationships that benefit the SFO and/or the wider system. • Effective relationships within the SFO.

Who you will work with to get the job done

Internal	Senior Leadership Team
	Counter Fraud Centre and wider Strategy and Prevention Team
	Operations Team
	Legal and Corporate Team
External	Public Sector stakeholders
	Private Sector stakeholders
	Publishing service providers, including web developers and printers

Your competency profile

Your competency profile	What you will bring specifically
Keys to success: <ul style="list-style-type: none"> • Action orientated • Interpersonal savvy • Manages complexity 	Qualifications: <ul style="list-style-type: none"> • A tertiary level qualification in a relevant discipline (e.g. communications, journalism, law), or equivalent work experience. Experience and Skills: <ul style="list-style-type: none"> • Extensive experience in a communications, media or publications related role. • Superb report writing skills demonstrated through similar roles in other public or private sector organisations or the print/digital media. • Experience in the commissioning, editing and production aspects of publishing.

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| <ul style="list-style-type: none">• Comprehensive understanding of communications, public relations, and social media.• Knowledge of and experience in brand management.• Knowledge in design development and the use of design software applications.• Demonstrated ability to identify and mitigate legal risk.• Preferably a good working knowledge of the regulatory environment, financial sector, and government sector in New Zealand and overseas.• Understanding of commerce and business in New Zealand.• Effective collaboration skills• Effective influencing skills• Effective communication skills• Effective negotiating skills• A growth mindset |
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