

Engagement Adviser – Financial Crime Prevention Strategy

Prevention and Strategy

Reporting to Manager Strategy and Prevention

Location Wellington

Being a Public Servant

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 hāpori, 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

The Engagement Adviser provides high quality stakeholder engagement and communications to ensure that the Strategy and Prevention team delivers to the SFO strategic objectives. The adviser develops and delivers work products and packages to ensure the Strategy and Prevention team delivers its strategic objectives.

The Engagement Adviser engages with stakeholders directly as well as supporting engagement by the wider team and is responsible for the effective management of external working groups and fora, primarily involving cross-government stakeholders.

What we do matters – our purpose

The Serious Fraud Office (SFO) is a small, highly specialised government department responsible for the prevention, investigation and prosecution of serious or complex financial crime, including corruption.

How we do things around here – our principles

Excellence	A world class financial crime and corruption agency
Connect	Stronger together
Pride	In all that we do

What you will do to contribute	As a result, we will see
<p>Strategic Stakeholder Identification, Planning, Management and Engagement</p> <ul style="list-style-type: none"> Identify and plan key stakeholder engagement to support the implementation of Strategy and Prevention activities Where required, management of key external relationships Develop and manage the external engagement and presentation process Produce reports for specific stakeholders on the success and/or effectiveness of the Strategy and Prevention team’s work package and products 	<ul style="list-style-type: none"> Identification of the key stakeholders for the Strategy and Prevention work Stakeholder engagement plans to support the strategic delivery of the Strategy and Prevention work Ability to identify strategic linkages with internal and external initiatives Consistent application of the process to accept speaking engagements that align to our strategic objectives Clear identification of who we need to speak to about what to deliver to the Strategy and Prevention team’s strategic objectives Collaboration with the Communications Manager on enterprise stakeholder identification and engagement, where required
<p>Partner Management and Engagement</p> <ul style="list-style-type: none"> Identification and relationship mapping of key partners to support the Strategy and Prevention work 	<ul style="list-style-type: none"> Clear understanding of who our partners are, why we engage with them and who the relationship manager is
<p>Stakeholder Working Group Management</p> <ul style="list-style-type: none"> Effective management of counter-fraud communities of practice and other working groups to deliver on the agreed scope of work. This will include, but not limited to, the preparation, facilitation, logistics of the session and production of outputs Forward planning of engagement activities 	<ul style="list-style-type: none"> Well planned and managed stakeholder engagement groups that are actively engaged and informed Well planned engagement meetings Groups that contribute meaningfully to the SFO’s strategic objectives
<p>Communications and Delivery</p> <ul style="list-style-type: none"> Develop communications content for internal and external audiences Manage the Prevention Portal, including content upload and updates Support team members develop communication and engagement products to the required standards 	<ul style="list-style-type: none"> Development of engaging communications that help stakeholders understand and use our products Development of engaging external presentations Delivery of consistent products that reflect the SFO brand identity

What you will do to contribute	As a result, we will see
<p>Document Production</p> <ul style="list-style-type: none"> As document production specialist, incorporate elements of instructional design and graphic design into our guides and presentations. Review, proof, and edit documents produced by the team Produce presentations Ensure documents are accessibility compliant 	<ul style="list-style-type: none"> Produce well presented, engaging and accurate documents Documents accessible to all
<p>Presentations and Facilitation</p> <ul style="list-style-type: none"> Present and speak at stakeholder engagements 	<ul style="list-style-type: none"> Present in an engaging and compelling manner

Who you will work with to get the job done	
Internal	Manager Strategy and Prevention
	Strategy and Prevention Team
	Business Services Team
	Operations Team
External	Relevant government agencies (national or international)
	Relevant partner organisation

Your delegations	
Financial delegations	Nil
Direct reports	Nil

Your competency profile	What you will bring specifically
<p>Keys to Success:</p> <ul style="list-style-type: none"> Collaborates Customer Focus Action Oriented 	<p>Experience:</p> <ul style="list-style-type: none"> In strategic communications and engagement planning and delivery Building effective stakeholder engagement, recognising the different needs and appropriate approach to working with different stakeholders Exposure to relationship management environment Exposure to successfully working in a collaborative environment Effective public speaker and presenter Demonstrates a growth mindset <p>Skills:</p> <ul style="list-style-type: none"> A strong understanding of NZ Government processes and systems

Your competency profile	What you will bring specifically
	<ul style="list-style-type: none">• Excellent writing and editing skills and experience presenting complex information clearly and simply• Strong document production, editing and proofreading skills• Effective identification and management of stakeholders to build strong and meaningful relationships that support customer centricity• Well-developed planning and organising skills, including the ability to maintain performance when under pressure, and consistently deliver on time and to a high standard• Proven ability to build relationships with staff at all levels• Other specialist communications skills will be beneficial i.e. event management, remote meeting management, change communications and Community of Practice management• Proficiency in Microsoft Office suite• Experience with Silver Light, Google Analytics, Google Data Suite and Google Tags <p>Other requirements:</p> <ul style="list-style-type: none">• Outcome-focused style of working• Sound knowledge of communications and engagement tools, techniques, and channels• Demonstrates commitment to continuous learning in the field of engagement and communications• Experience driving a collaborative group to deliver an outcome• Experience managing an online information Portal