

## Senior Policy Adviser

<b>Team:</b>	<b>Counter Fraud and Strategy</b>
<b>Reports to:</b>	<b>Manager Counter Fraud and Strategy</b>
<b>Direct reports:</b>	<b>None</b>
<b>Indirect reports:</b>	<b>None</b>
<b>Delegations:</b>	<b>None</b>
<b>Location:</b>	<b>Wellington</b>
<b>Travel:</b>	<b>Occasional</b>

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### 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.

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### Position purpose of the Senior Policy Adviser

- Provide high quality analysis and advice on counter fraud and anti-corruption policy matters.
- Develop and deliver projects and work programmes to ensure the SFO delivers its strategic objectives.
  - Key projects include implementation of initiatives deriving from the National Counter Fraud and Corruption Strategy, work on the SFO's Statement of Intent, and reporting against OECD and United Nations Convention Against Corruption (UNCAC) reviews.
- Engage with stakeholders and represent the SFO on external working groups and fora, within the Justice sector and more widely.
- Ensure that counter fraud and anti-corruption policy matters are advanced, and so that the SFO makes an appropriate contribution to sector initiatives.

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## 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.

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## How we do things – our principles

<b>Excellence</b>	A world class financial crime and corruption agency.
<b>Connect</b>	Stronger together.
<b>Pride</b>	In all that we do.

What you will do to contribute	As a result, we will see
<b>Strategic Direction and Performance</b> <ul style="list-style-type: none"><li>Contribute to identifying and delivering initiatives in line with the SFO four-year strategic plan.</li></ul>	<ul style="list-style-type: none"><li>System, strategic and critical thinking, clear and logical reasoning, and sound judgement to analyse issues.</li><li>Use of relevant information from a wide variety of domains, and application of sound judgement to draw conclusions.</li><li>SFO projects proceeding to time, with risks identified and mitigated.</li><li>Advancement of the National Counter Fraud and Corruption Strategy.</li></ul>
<b>Strategic Project Delivery</b> <ul style="list-style-type: none"><li>Design and develop material to support the SFO's strategic objectives including the National Counter Fraud and Corruption Strategy, work on the SFO's Statement of Intent, and reporting against OECD and United Nations Convention Against Corruption (UNCAC) reviews.</li><li>Organisation of and participation in stakeholder events, including workshops to gather relevant thematic information or aid project phase planning.</li></ul>	<ul style="list-style-type: none"><li>Application of extensive experience, technical knowledge and operational learnings and strategic insight to guide delivery of high-quality policy products that support the delivery of the strategic initiatives and business requirements.</li><li>Contribution to the planning of a development of content for the National Counter Fraud and Corruption Strategy and related initiatives and activities.</li></ul>
<b>Strategic Stakeholder Engagement</b> <ul style="list-style-type: none"><li>Maintain relationships across a variety of functions and locations.</li><li>Draw upon multiple relationships to exchange ideas, resources, and know how.</li><li>Actively seek to build and maintain a network of contacts.</li></ul>	<ul style="list-style-type: none"><li>Well-functioning relationships with relevant internal and external stakeholders.</li><li>Effective representation of the SFO at external stakeholder events.</li><li>Advancement of the National Counter Fraud and Corruption Strategy.</li></ul>

<ul style="list-style-type: none"> <li>Effectively influence counter fraud and anti-corruption stakeholders to support or contribute to the National Counter Fraud and Corruption Strategy or other SFO strategic initiatives.</li> <li>Engage with public and private sectors to build a comprehensive, collective view of financial crime and corruption issues.</li> </ul>	
<b>Justice Sector Engagement</b> <ul style="list-style-type: none"> <li>Support for sector engagement fora, including Deputy Chief Executive meetings, Justice Sector Leadership Board work and policy team relationships.</li> <li>Provide responses to Justice sector consultation processes</li> </ul>	<ul style="list-style-type: none"> <li>Support and feedback loops enabling effective engagement with Justice Sector forums and initiatives, including policy advisory for domestic and international activities.</li> <li>Effective review of joint Justice sector products</li> </ul>
<b>General Support of CE/SLT operations</b> <ul style="list-style-type: none"> <li>Research and briefing development for CE/SLT specific engagements and presentations.</li> <li>Drafting of Ministerial briefings and supporting materials</li> </ul>	<ul style="list-style-type: none"> <li>CE and SLT are enabled to focus on executive level activities</li> </ul>
<b>Risk Management and Compliance</b> <ul style="list-style-type: none"> <li>Be cognisant of risks and mitigate.</li> <li>Produce reports at the direction of your manager and stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Organisational risk is minimised, mitigated, or managed appropriately.</li> <li>Reporting aligns with legal and regulatory requirements.</li> <li>Reporting meets the needs of stakeholders.</li> </ul>
<b>Systems and processes</b> <ul style="list-style-type: none"> <li>Comply with agreed systems and application access and use policies and protocols.</li> <li>Enter and update data accurately and comprehensively.</li> </ul>	<ul style="list-style-type: none"> <li>Use of systems and applications align with agreed policies and protocols.</li> <li>Data is entered and updated in systems and applications accurately, comprehensively, and in a timely manner.</li> <li>Systems, applications, and data risks are effectively avoided or mitigated.</li> </ul>
<b>Relationship Management and Performance</b> <ul style="list-style-type: none"> <li>Develop and maintain effective external relationships.</li> <li>Develop and maintain effective working relationships within the SFO.</li> <li>Role model behaviours in accordance with the SFO's commitment to the organisational values, strategic priorities, and a positive organisational culture.</li> <li>Drive, support and model the creation of a culture of performance excellence, results accountability, and learning.</li> </ul>	<ul style="list-style-type: none"> <li>Effective relationships that benefit the SFO and/or the wider system.</li> <li>Effective relationships within the SFO.</li> <li>Behaviours aligned with expectation.</li> <li>Demonstrated performance excellence, accountability, and growth mindset.</li> </ul>

## Who you will work with to get the job done

Internal	ELT / SLT
	Strategy and Engagement Team
	Operations Team
	Wider SFO Team
External	Government agencies (national or international)
	Justice Sector agencies
	Sector Group and Ministry of Justice

Your competency profile	What you will bring specifically
<p>Keys to success:</p> <ul style="list-style-type: none"> <li>• Manages complexity</li> <li>• Action oriented</li> <li>• Communicates effectively</li> </ul>	<p>Experience:</p> <ul style="list-style-type: none"> <li>• Experience working in government and policy advice within public sector agencies</li> <li>• Counter fraud policy experience</li> </ul> <p>Skills:</p> <ul style="list-style-type: none"> <li>• A sound understanding of Government Strategic Priorities and of the work of the SFO</li> <li>• A comprehensive understanding of the machinery of government and political nous</li> <li>• A working understanding of New Zealand Government processes and systems</li> <li>• Well-developed planning and organising skill</li> <li>• Ability to maintain performance when under pressure, and consistently deliver on time and to a high standard</li> <li>• Sound judgement</li> <li>• Ability to work in a fluid and dynamic environment</li> <li>• Demonstrated knowledge of policy processes and delivery</li> <li>• Inquisitive and proactive analytical skills to provide insights</li> <li>• Ability to add value to conversations to assist in better decision making</li> <li>• Ability to work successfully independently</li> <li>• Advanced MS Office skills</li> <li>• Effective relationship skills</li> <li>• Effective influencing skills</li> <li>• Effective communication skills</li> <li>• Effective negotiating skills</li> <li>• A growth mindset</li> </ul> <p>Other requirements:</p>

	<ul style="list-style-type: none"><li>• A relevant tertiary level qualification, or equivalent work experience</li></ul>
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