

POSITION DESCRIPTION

Ngā Taipitopito mō te Tūranga/Position Details		
Taitara/Position	Kaitohutohu / Kaitohutohu Matua	Adviser / Senior Adviser
Rōpū/Group	Tautiaki i te Pūnaha Ture	System and Stewardship
Ka noho takohanga ki/Reports to	Kaiwhakahaere, Tuatiaki ā-Ture	Manager Legislative Stewardship
Ngā Kaimahi Hāngai/ Direct Report	Kārekau	None
Taumata whakahaere pūtea/DFA level	Kārekau	None
Wāhi Mahi/Location	Te-Whanganui-a-tara	Wellington
Te Rā/Date	Poutūterangi 2022	March 2022

Ko tā mātau kaupapa	Our Purpose
<p>Ko Te Tari Tohutohu Pāremata (Te Tari) te tari tuhituhi ture o Aotearoa. Ka riro māna e:</p> <ul style="list-style-type: none"> tuhituhi i ngā Pire Kāwanatanga o Aotearoa (hāunga ngā Pire Tāke) me ngā ture pae tuarua i roto i te hōtaka ture a te Kāwanatanga tā i ngā Pire me ngā Ture katoa o Aotearoa, me ngā ture pae tuarua ka tuhia e Te Tari. <p>He tari tū Motuhake ā-ture Te Tari i runga i ngā tikanga o te Legislation Act 2019. Ka noho takohanga Te Tari ki te Rōia Matua o te Kāwanatanga, ā, ki te kore tētahi Rōia Matua, ko te Pirimia kē.</p>	<p>The Parliamentary Counsel Office (PCO) is New Zealand's law drafting office. It is responsible for:</p> <ul style="list-style-type: none"> drafting New Zealand Government Bills (except Inland Revenue Bills) and secondary legislation for the Government's legislative programme publishing all New Zealand Bills and Acts, and secondary legislation drafted by PCO <p>The PCO is constituted as a separate statutory office by the Legislation Act 2019. The PCO is under the Attorney-General's control or, if there is no Attorney-General, the Prime Minister.</p>



He aha ā mātau mahi	What we do
Ka mahi mātau me ētahi atu ki te tuhituhi ture e rite ana mō ana kaupapa, e aro ana ki ngā tikanga whakahaere kāwanatanga, ā, e wātea ana ki ngā kaiwhakamahi katoa.	We work with others to make legislation that is fit for purpose, constitutionally sound, and accessible to all users.



Ko Tō Mātau Hanga	Our Structure
E whā ngā rōpū pakihi o Te Tari: ko te Tautiaki i te Pūnaha Ture; ko te Tuhiuhi Ture; ko te Rautaki Whai Wāhi, Matihiko hoki me Ngā Ratonga Tari.	The PCO has four business groups: System and Stewardship, Drafting, Access and Digital Strategy, and Business Services.
Position Purpose	

The statutory objective of the PCO is to promote high-quality legislation that is easy to find, use, and understand and, to that end, to exercise stewardship of New Zealand’s legislation as a whole. The Legislative Stewardship Team is responsible for leading the development and implementation of PCO’s stewardship strategy, and other stewardship projects and initiatives for PCO. These projects and initiatives adjust as determined by the strategy and include:

- The provision of strategic advice on design, drafting and access to legislation
- Providing strategic advice to the Legislation Design and Advisory Committee
- Developing and delivering guidance and training within PCO and to our key stakeholders
- The triennial Revision programme
- The standardisation programme

The Adviser / Senior Adviser will use their technical knowledge of legislation and regulatory systems, government experience, and interpersonal skills, to assist with the development of the strategy and provide advice and assistance in relation to the team’s wider work programme.

Key Relationships

Internal key relationships are:

- Chief Parliamentary Counsel and members of the Executive Leadership Team
- Manager, Legislative Stewardship
- Manager, Partnerships and Education
- Members of the System and Stewardship Group
- Members of the Access and Digital Strategy Group
- Parliamentary Counsel
- Other Managers and Staff of PCO

External key relationships are:

- Public Service Agencies
- Key PCO partners (e.g. LDAC, Crown Law Office, Office of the Clerk and Parliamentary Service)
- Attorney-General and the Office of the Attorney-General
- Government Legal Network

Key Accountabilities and Deliverables

Responsibilities of this position are expected to change over time as the Parliamentary Counsel Office responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves.

Accountability or deliverable	Indicators of Success
<p>Advice <i>Effectively contributes to the delivery and implementation of advice and related tasks</i></p>	<p><i>Adviser</i></p> <ul style="list-style-type: none"> • Advice draws on expertise of others, as well as their own experience with and understanding of PCO's key stakeholders and the wider legislation system. • Builds capability through a variety of experiences. • Understands the foundations of their professional craft and applies appropriate techniques and approaches to their work. <p><i>Senior Adviser</i></p> <ul style="list-style-type: none"> • Applies well-developed professional knowledge and skills to their work. • Capable of working with minimal supervision but seeks guidance on complex issues, and tests possible solutions to problems. • Knows and uses a range of techniques, models and frameworks relevant to their work, and uses the most appropriate approach in a given situation.
<p>Delivery <i>Delivers and works with others to produce products that are fit-for-purpose, timely, and high quality.</i></p>	<p><i>Adviser</i></p> <ul style="list-style-type: none"> • Assists with assessing, developing and implementing appropriate systems and processes that contribute to stewardship in the longer term. • Works flexibly to develop advice including briefings, reports and consultation documents in written and visual format. • Effectively plans and manages their own work and identifies issues early. • Scopes work and makes connections to related areas to deliver the result the PCO needs.



Accountability or deliverable	Indicators of Success
	<p><i>Senior Adviser</i></p> <ul style="list-style-type: none"> Works on and often has a leadership role in complex, ambiguous and sensitive work.
<p>System <i>Brings a systems-thinking approach to the work of the team and PCO</i></p>	<ul style="list-style-type: none"> Understands PCO's priorities and objectives, and contributes to accomplishing them. Actively participates, shares their ideas, knowledge and experience, and contributes to diverse thinking. <p><i>Senior Adviser</i></p> <ul style="list-style-type: none"> Fosters a culture of learning and helps to challenge thinking.
<p>Revitalisation and commitment to te reo Māori and tikanga Māori <i>A champion for Māori language, culture and customs</i></p>	<ul style="list-style-type: none"> Committed to the revitalisation of te reo Māori as an everyday language of PCO. Tikanga and kawa Māori is valued and opportunities to grow in understanding and practice is embraced.
<p>Committed to Te Tiriti o Waitangi <i>Constant improvement in the Crown to honour Te Tiriti o Waitangi</i></p>	<ul style="list-style-type: none"> Deep understanding of Te Tiriti o Waitangi and is committed to positive outcomes in Māori development and advancement. Demonstrates the commitment to the bicultural relationship between Tangata Whenua and Tangata Tiriti.
<p>Engagement <i>Establishes effective networks with key stakeholders to support agencies to implement or contribute to system-wide initiatives.</i></p>	<p><i>Adviser</i></p> <ul style="list-style-type: none"> Effectively contributes to cross-PCO and cross-agency programmes and projects. When developing guidance and resources, considers how to get the best possible results. Proactively grows their networks across and outside PCO. Develop, build and share knowledge, and collaborate with others. With appropriate support, they represent PCO and are able to act as trusted advisers. <p><i>Senior Adviser</i></p> <ul style="list-style-type: none"> Connected outside the team and the PCO – they are visible, valued and operate across a range of networks. Develop, build and share knowledge, collaborate with others, and influence the agenda. They represent PCO and are trusted advisers.
<p>Self and team <i>Contributes to an effective team culture</i></p>	<p><i>Adviser</i></p> <ul style="list-style-type: none"> Honest, courageous, curious, self-aware, agile and resilient. Good team players, they get involved, and support others. Proactively plan their development building their core professional skills, setting themselves up for success now and in the future. <p><i>Senior Adviser</i></p> <ul style="list-style-type: none"> Focus on developing and cementing their professional skills so that they have a deep tool kit. Build capability within their team by proactively supporting less experienced staff on core skills, stakeholder engagement, planning, and navigating through complex issues. Model these behaviours within the team.



Accountability or deliverable	Indicators of Success
Safety and Wellbeing <i>Manages own personal health and safety, and takes appropriate action to deal with workplace hazards, accident and incidents</i>	<ul style="list-style-type: none">• Ensures own and others' safety at all times.• Complies with relevant legislation, policies, procedures, safe systems of work and event reporting.• Reports and investigates all incidents and accidents, including near misses in a timely way.

Qualifications and experience

- Tertiary qualification, preferably in law, economics or relevant to public policy.
- Excellent communication skills, both written and verbal, with the ability to present complex matters simply, including in visual format.

Adviser

- A sound understanding of the New Zealand legislative system, including the Parliamentary process and public law.
- A genuine enthusiasm for legislative design, drafting and access to legislation.
- Advisory experience in a public service legal, operational or policy environment.

Senior Adviser

- Broad senior advisory experience in a public service legal, operational or policy environment
- Prior experience in leading a programme of legislative or policy work would be advantageous
- A deep understanding of the New Zealand legislative system, including the Parliamentary process and public law
- Proven experience in developing and maintaining strong working relationships within and beyond the organisation
- Strategic and systems thinker with experience in developing policy advice or designing and delivering interventions to influence change at a system level
- Strong influencing skills to effectively engage with key stakeholders at different levels
- Ability to communicate technical and or complex issues in 'plain language' and in a way that staff across the office can relate to.

Personal Characteristics

The ideal candidate will:

- Have strong personal integrity and ethics.
- Build and maintain effective interpersonal relationships, including managing differing views.
- Be able to think strategically and contribute to developing strategic plans.
- Be an agile thinker and be able to understand new, changing and complex situations quickly.
- Show curiosity, flexibility and openness in analysing and integrating ideas, information and differing perspectives.
- Exercise sound judgement in complex and ambiguous situations.
- Be a systems thinker with an ability to see issues in their broader legislative, regulatory, policy and political contexts.
- Have resilience and agility to be able to shift direction and respond to a changing environment.