



POSITION DESCRIPTION

PRINCIPAL ADVISOR

TEAM: Policy team
REPORTING TO: Policy Director
DIRECT REPORTS: None
LOCATIONS: Wellington
DATE CREATED: 15/07/2019

InternetNZ overview

InternetNZ is the home and guardian of .nz, providing the infrastructure, security and support to keep it humming. We help New Zealanders harness the power of the Internet through our community grants, research and policy. We are champions for an Internet that is accessible, open, and secure for all New Zealanders.

Purpose

The Policy team advise, advocate and agitate on behalf of the Internet Community. We lead .nz policy development and we work with the New Zealand Government and other members of the New Zealand Internet community to help make an Internet that is accessible, open and secure for all New Zealanders.

The Policy team focuses on Internet issues that affect access, openness and trust and security. This leads us to work across telecommunications law, privacy law, cybersecurity policy, competition law, censorship, classification and media convergence issues, surveillance law, digital tax policy and education policy.

The Principal Advisor is a senior member of the Policy team who leads our projects and our thinking. They provide policy leadership and expertise, support the Policy Director to lead the policy team, and support and mentor our advisors and senior advisors.

Relationships

Internal:

Council, Group Chief Executive, Policy Director, Policy team, Organisational Services Director, Engagement Director, Chief Scientist, Organisational Services team members, Domain Name Commissioner, and the rest of the InternetNZ team.

External:

External specialist advisors, Government organisations, Ministers and Members of Parliament, sibling organisations, key people in the industry and media, subject matter specialists and coalitions of interested people and organisations, **the New Zealand Internet Community**.

Accountabilities

The Principal Advisor will be responsible for:

Analysis and advice

- provide robust and high quality advice and support
- define problems to ensure the development of robust advice that will contribute to successful implementation outcomes for InternetNZ
- use political judgement, knowledge and experiences to anticipate risks and test ideas, analysis and assumptions

Engagement & working relationships

- identify internal and external collaborators to assist in advancing the policy priorities. Work to seek to form consensus when possible
- seek the perspectives and involvement of the New Zealand Internet Community
- build and maintain a wide range of relationships across the industry, with key Government officials, MPs, sector bodies, industry participants, and the New Zealand Internet Community in general
- accurately and clearly communicate advice to internal and external stakeholders

Planning and organisation

- Define the scope of projects and work schedules in consultation with the Advisory Panel and project sponsor.
- Undertake end-to-end project management of specific Internet Issues in accordance with InternetNZ's priorities and project management methodology.

- Conduct a post implementation review to identify improvements and opportunities for the future.

Being a mentor and a team player

- Provide intellectual leadership and support to the policy team across all aspects of the work programme.
- Model continuous improvement initiatives to ensure InternetNZ policy remains of a high quality, timely and aligned with our priorities.
- Support work being led by others by providing guidance and accurate advice within specified timeframes.

Champion and live the team charter

We build trust, in order to grow as one InternetNZ group:

- We will respect each other.
- We are here to do the best we can.
- We will be better than we were yesterday.

Health and safety

- Take care to ensure the health and safety and wellbeing of not only yourself but also of others during the course of InternetNZ business.
- Follow InternetNZ health and safety guidelines including recording and reporting all hazards and potential risks and following reasonable instructions given by the business.

Qualifications and experience

- have a clear understanding of, and empathy for, Internet NZ philosophy, mission and objectives
- a minimum of 10 years' experience in public policy
- a public policy, social science economic or legal qualification is preferred
- excellent policy development and analytical skills are essential
- proven initiative and a self-starter
- effective at developing relationships with internal and external customers
- has the ability to see and approach things from an organisational view.
- experience in a policy, legal and/or research role at a senior or principal level
- experience leading significant projects and guiding and supporting team members
- ability to manage a wide range of issues, shifting focus and approach as required
- experience in stakeholder consultation processes, including leading engagement and managing these processes
- project management experience, ideally within a policy or legal role.

Competencies

Problem solving and analysis

- Solves day to day operational problems by reference to established procedures.
- Uses initiative and innovative thinking.
- Recognises when problems/issues lie beyond their ability or authority.

Communication skills (oral and written)

- Communicates information politely, clearly and accurately. Actively listens, understands and responds to questions and opposing views in a way that acknowledges the other person's position. Presents their own views assertively and considerately.
- Understands how to communicate publicly. Presents competently, and convincingly.
- Ability to challenge whilst maintaining strong working relationships.

Initiative

- Displays resourcefulness and the drive to achieve.
- Using resilience and determination, ensure work is completed with minimal supervision.

Persistence

- The capacity to try and try again even after disappointments or failures.
- Remaining positive and focused in the face of adversity.

Planning and organising skills

- The ability to set clear goals and meet deadlines through prioritising and maintaining focus on key outcomes.
- Processes information quickly, translates thoughts to clear and articulate communications with the ability to make informed decisions in a timely manner.

Prioritisation

- Weigh up and compare the importance of several tasks and projects utilising the input from others as required.
- Adapt work and outputs to ensure that prioritisation is retained so ultimately deadlines are met and outcomes communicated.

Self-management

- Accepts responsibility for actions and results. Effectively manages their time and priorities to meet deadlines. Shows initiative and acts without waiting for direction. Responds calmly to disruptions and changes. Adjusts own behaviour or approach to result in the best outcome.

Teamwork

- Encourages and supports others. Contributes to team activities. Shares workload. Supports team decisions. Shares ideas/information and experience with team members.

Develop others

- Delegate responsibility and provide helpful, specific feedback in a constructive manner.
- Work with others and coach them to develop their capabilities through sharing information and providing advice and support.

Analytical thinking

- Tackle problems by using a logical, systematic and sequential approach through breaking complex tasks down into component parts and considering each part in detail.
- Identifies a set of features, parameters, or considerations to take into account, in analysing a situation or making a decision, weighing the costs, benefits, risks, and chances for success.

Conceptual thinking

- Finds effective solutions by taking a holistic, abstract, or theoretical perspective and is able to develop analogies or metaphors to explain a situation.
- Applies a theoretical framework to understand specific situations and is able to note similarities between different and apparently unrelated issues.

Strategic thinking

- Understands the organisation's strengths and weaknesses as compared to competitors as well as industry and market trends.
- Develops and proposes long-term plans and targets to develop organisational strengths and minimise weaknesses.
- Demonstrates commercial understanding that shows sound business judgement for performance success.

Flexibility

- Open to different and new ways of doing things and is able to see the merits of perspectives and views of others.
- Willingness to modify one's preferred way of doing things and demonstrates a positive approach to new organisational structures, procedures, and technology.

Collaboration

- Develops, maintains and strengthens relationships while securing support and forming alliances with both internal and external stakeholders.
- Forges connections with key stakeholders, cultivating win-win relationships and building effective coalitions.
- Works horizontally as well as vertically within and outside InternetNZ with the goal to win cooperation from others.

Judgment

- Ability to make thoughtful decisions in a timely and confident way.
- Understands when sufficient information has been gathered to make informed decisions.