

# Senior Advisor – Systems Reporting Position Description

Business Unit	Systems, Strategy and Performance
Location	Wellington
Type	Permanent
Last Updated	September 2024

## Ko wai mātou | About us

The Water Services Authority - Taumata Arowai is the water services regulator for Aotearoa New Zealand. We are committed to ensuring all communities have access to safe and reliable drinking water every day. We also have an oversight role in relation to the environmental performance of public drinking water, wastewater, and stormwater networks.

## Mō tēnei tūranga mahi | About this role

### Position Purpose

The Senior Advisor – Systems Reporting will support the design and delivery of The Water Services Authority - Taumata Arowai systems reporting programme.

Reports to	Manager, Systems Reporting	
Staff	Nil	
Key Relationships	<b>Internal</b> Policy Team Operations group Systems, Strategy and Performance group Legal Team Te Rōpū Wai Managers and kaimahi	<b>External</b> Central and local government Water suppliers Iwi Māori

## Key Accountabilities

As a Crown agency, it is likely that the scope and functions of positions within The Water will evolve over time. Responsibilities of this position are expected to change over time we respond to changing needs. Please be aware that you may be asked to work in an area outside your core role in a major emergency event.

## Reporting

- Support the delivery of the annual systems reporting programme for the Water Services Authority – Taumata Arowai
- Lead the writing of reports within the policy team’s work programme including the annual Network Environmental Performance Report and the Drinking Water Regulation Report
- Interpret a diverse range of content, from technical, quantitative and qualitative information through to policy and regulatory material, and incorporate into a public facing report that is read by a diverse range of audiences.

## Advice and analysis

- Provide analysis and advice related to the performance reporting function, including preparing briefings and papers
- Stay abreast of – and participate in engagement on – developments in policy, legislative and sectoral settings that have a bearing on Taumata Arowai’s performance reporting functions
- Provide analysis to design guidance and advice on the development of the systems reporting function
- Work closely with key internal stakeholders to incorporate research, data and insights into the development of policy
- Champion a culture of continuous improvement to enhance performance

## Coaching and Mentoring

- Coach and mentor other policy staff on reporting
- Peer review the work of other team members
- Provide peer support to colleagues
- Contribute to building the overall policy capability of the Water Services Authority - Taumata Arowai to deliver high quality advice and regulatory services

## Relationship Management

- Develop and maintain effective working relationships with internal stakeholders to inform policy analysis and advice to achieve Wat outcomes
- Develop and maintain effective working relationships with key external stakeholders throughout the region to achieve the Water Services Authority - Taumata Arowai’s outcomes

- Work closely with central and local government across the region including other agencies to ensure an integrated and aligned approach to delivery of the Water Services Authority - Taumata Arowai operational activities
- Build capability and confidence in te ao Māori, and upholding Te Tiriti o Waitangi

## Health and safety for self

- Work safely and take responsibility for keeping self and colleagues free from harm
- Report all incidents and hazards promptly
- Know what to do in the event of an emergency
- Cooperate in implementing return to work plans.

## Ko koe tēnei | About you

### Qualifications

- Relevant tertiary qualification (Arts, Public Policy, Law)
- G-Reg qualification desirable

### Experience

- A high level of comfort with content including technical detail, quantitative analysis, to safety, compliance and performance implications
- Experience working with subject matter experts and communicating key findings to a lay audience, including the general public.
- Experience working in a policy or regulatory environment, water or adjacent sector
- Experience providing and communicating high-quality findings, analysis and advice in a fast-paced environment
- Knowledge of water infrastructure systems, environmental science or a related field would be advantageous
- Experience developing operational and/or regulatory policy

### Knowledge

- Understanding of the machinery of government and the public policy making process
- Understanding of the contemporary regulatory frameworks and concepts
- Knowledge of the New Zealand regulatory environment
- Understanding of the political, social, economic, and environmental context in which the Water Services Authority - Taumata Arowai operates

### Skills and Attributes

- Ability to engage with scientific and technical experts, industries, iwi, Māori, communities
- Confidence in representing the views of the Water Services Authority – Taumata Arowai

- Excellent written skills. Ability to synthesise material from a wide range of sources. Skill in articulating the connection between technical and quantitative detail to safety, compliance and performance implications in ways that hold the attention of diverse audiences.
- Well-developed policy analysis skills
- Strong communication skills, including ability confidently deliver presentations
- Ability to work under pressure and manage ambiguity and complexity
- Ability to take a strategic and long-term view to policy development
- Demonstrated ability to adopt innovative approaches to novel issues
- Demonstrated commitment to the principles of Te Tiriti o Waitangi and developing own capability in te ao Māori