



Job Description

Job Title:	COVID-19 AOG Strategic Operations Controller
Portfolio:	COVID-19 All-of Government Team, DPMC
Reports to:	COVID-19 All-of-Government Controller (AOG), John Ombler, DPMC
Direct reports:	Strategic Operations Oversight Team
Location:	Wellington
Date:	30 March 2020

What we do

The Department of the Prime Minister and Cabinet (DPMC) occupies a unique position as the trusted advisor, leader and steward of our system of executive government. We also lead the national security system to make New Zealand stronger and more resilient. We support the effective conduct of executive government by the Governor General, Prime Minister, and members of the Cabinet, and play a leadership and coordination role for other public sector agencies.

Despite the breadth of our role and the diversity of the portfolios we serve, we are unified in our purpose to advance 'an ambitious, resilient and well-governed New Zealand'.

Our values guide how we work in pursuit of our purpose. We are:

Courageous – We stand up
Connected – We join together
Committed – We believe in what we do
And we do it with **Respect**.

Kia māia – be courageous
Kia honohono – be united
Kia manawanui – be determined and persistent
Kia taute – be considerate

COVID-19 All-of Government (AOG) Team

This role is based in the COVID-19 All-of Government (AOG) Team which is the pivotal point between New Zealand's national security system and the operational and strategic response to COVID-19. The AOG Team is also responsible for providing assurance to the New Zealand Government, the private sector and New Zealanders about the progress of the response to COVID-19.

Role Purpose

The COVID-19 AOG Strategic Operations Controller directly supports the COVID-19 All-of-Government (AOG) Controller and is responsible for the oversight of the COVID-19 AOG operational response effort to the pandemic in New Zealand. The person in this position also acts as an advisor to the COVID-19 AOG Controller on the operational matters. The COVID-19 AOG Controller will need to be kept informed at all times of any operational issues or risks that may have an impact on the Government's response to COVID-19.



Key Accountabilities

Key Accountability Areas:

Provision of Leadership and Advice

- Provide high-quality and coordinated leadership and trusted advice to the COVID-19 AOG Controller on the New Zealand Government's operational response to COVID-19.
- Ensure the COVID-19 AOG Controller is proactively briefed and kept fully informed at all times of any issues or risks that may have a significant impact on the New Zealand Government's response to COVID-19.
- Monitor key themes, issues, and outputs across the COVID-19 AOG Strategic Operations Oversight Team to provide the COVID-19 AOG Controller with assurance that these matters are being effectively managed.
- Work closely with the Director-General of Health, Director CDEM, and the AOG Strategy and Policy Coordinator on New Zealand's response to COVID-19.

Represent and Support the COVID-19 AOG Controller

- Represent the intentions of the COVID-19 AOG Controller in meetings and forums by communicating the CE's strategic and organisational intentions, and guidance on specific matters impacting on the COVID-19 AOG's Team performance.
- Manage operational COVID-19 issues of importance to the COVID-19 AOG Controller – bring people together and facilitate solutions

Relationship Management

- Develop and maintain relationships with key internal and external stakeholders in order to advance objectives of the New Zealand Government's response to COVID-19.
- Foster strong working relationships across DPMC and other government departments and agencies and the private sector.

Organisational Responsibilities

- Role model appropriate behaviours such as communicating a shared view of the strategic direction, vision and values of the COVID-19 AOG Team.
- Demonstrate alignment with DPMC's values, goals, policies and procedures.
- Understand and apply the strategic context in which DPMC and COVID-19 AOG Team operates, including priorities and perspectives of the Ministers, partner agencies and external stakeholders.
- Apply tikanga and Treaty of Waitangi principles.

Health and Safety

DPMC is committed to providing a healthy and safe work environment. All DPMC managers, employees, secondees and consultants to DPMC also have and safety responsibilities and are expected meet these and contribute to ensuring DPMC is a healthy and safe place to work by:

- (a) Notifying management of any hazards or potential hazards;
- (b) Undertaking work and using equipment as specified in relevant documentation;
- (c) Reporting incidents, injuries and near misses;
- (d) Acting in a safety conscious manner at all times; and
- (e) Supporting DPMC's health and safety initiatives



Key Relationships

Internal

Chief Executive
COVID-19 AOG Controller
COVID-19 AOG Team
DPMC's Executive Leadership Team
All DPMC staff and people leaders

External

Prime Minister's Office
Ministers' Offices
Central Agencies
ODESC Agencies/Chief Executives
Other Government Departments
Private Sector

Qualifications/Experience

- A tertiary degree in a relevant field, or equivalent knowledge, skills and experience
- Strong experience within the public sector and knowledge of the machinery of government
- Significant experience working in operational or strategic coordination roles in complex, multi-stakeholder environments
- Proven experience in working with executive leadership teams and in building and maintaining mutually beneficial relationships
- A demonstrated capacity to build and maintain effective relationships with ministers, senior officials and colleagues at all levels
- Excellent oral and written communication skills

Desirable

- A knowledge of and interest in national security issues (broadly defined) would be an advantage

Personal Attributes

- Collaborative: brings together stakeholders to deliver responsive outcomes in a respectful manner
- Leadership: able to lead and support diverse teams towards a common goal, delivering excellence in high tempo situations within a high performance mindset.
- Agility: the ability to quickly adjust and adapt to changing or ambiguous conditions and still perform to the required work standards.
- Initiative: the ability to be a self-starter, to prioritise effectively, to initiate appropriate action to clear obstacles, and to be motivated to find solutions. Manages own workload and operates well under pressure.
- Cognitive power: the ability to think analytically and strategically about issues and express ideas clearly and conceptually.
- Knowledge and skills: the ability to understand and apply relevant analytical frameworks to



issues; excellent written and oral communication skills; good general problem identification; highly developed interpersonal and representational skills.

- Discretion: holds a reputation for judicious conduct and speech and for showing due prudence and circumspection as appropriate. Demonstrates high standards of personal conduct and integrity.

Security Requirements

This position requires New Zealand citizenship, and the ability to obtain and maintain a national security clearance at the level of at least Top Secret. You must satisfactorily complete pre-employment checks which will include, but is not limited to, criminal and credit checks.

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