

Principal Advisor

Search and Rescue

Reporting to: NZSAR Secretariat Manager

Location: Wellington

New Zealand Search & Rescue Secretariat

The New Zealand Search and Rescue Council (NZSAR) was established by Cabinet in February 2003. The Council provides high level strategic governance to all Search and Rescue (SAR) agencies in New Zealand with a vision of *'A cohesive community of capable people in sustainable organisations, finding and rescuing people in distress, operating collaboratively within a robust SAR system'*.

The Council's goals are to achieve:

- A robust and integrated SAR system
- Efficient and sustainable SAR organisations
- Capable SAR people
- SAR prevention.

The NZSAR Secretariat is hosted by the Ministry of Transport (MoT). The Search and Rescue Principal Advisor Preparedness and Volunteerism will be expected to work in a manner consistent with Ministry policies while maintaining focus on delivering NZSAR Council's goals.

New Zealand Search and Rescue Outcome and Values:

NZSAR ensures New Zealand has effective Search and Rescue services for people in distress throughout New Zealand's Search and Rescue Region in order to save lives.

The person in need of our services is our focus. We want to prevent incidents from occurring but if they do, we work to minimise harm and provide assistance to those in distress. As a sector we:

- Have a strong **community service** ethic;
- **Communicate and engage** openly and effectively;
- **Collaborate and cooperate** between individuals, teams and organisations; and,
- **Respect** individual, teams and organisations.

Purpose of the role

The NZSAR Secretariat, to meet the changing nature and demands placed on the SAR sector, is seeking to build its capacity, capability, resilience and organisational agility. The Principal Advisor will deputise for the Secretariat Manager when required, provide significant leadership to manage the Secretariat function,

develop organisational readiness and preparedness, and assurance frameworks, to deliver on the NZSAR goals, mitigate sector risks and assess and contribute to future demand.

The Principal Advisor will work with the Secretariat Manager to manage and drive the NZSAR work programme for the Secretariat, provide leadership to the sector and will head the Volunteerism Work Programme.

What you will do to contribute - key responsibilities

This role is responsible for:

- Servicing the NZSAR Council and delivering the Secretariat functions for the NZSAR Council, Consultative Committee, Senior Officials Group and other forums.
- Taking a leadership role in the Secretariat and deputising for the Secretariat Manager as required.
- Developing, implementing and reporting on the SAR Sector's operational and non-operational assurance programme.
- Managing internal and sector processes that ensures decisions taken are operationalised in a timely manner.
- Working collaboratively with all NZSAR staff to co-ordinate and deliver NZSAR's work programme and workstreams on time and within budget.
- Providing SAR thought leadership to inform and drive the challenges being faced by the sector and develop supporting policy recommendations.
- Developing, testing, and implementing new ideas and policy that support the delivery of the NZSAR Council vision and goals, and lead the engagement with varied Government agencies on those policy matters.
- Delivering assigned programmes, projects and contracts with high quality outputs using best-practice methodologies.
- Oversight of NZSAR contracts and internal contract processes.
- Leading NZSAR's response to the Volunteering NZ study.
- Using your established and demonstrated relationship and stakeholder management skills to engage, influence and maintain strong relationships with SAR sector partners and governance groups.
- Contributing to the Secretariat financial performance information provided to the MoT and NZSAR Council.

Your health, safety and wellbeing

At NZSAR we expect all employees to:

- Work safely and take responsibility for keeping self and colleagues free from harm.
- Report incidents and hazards promptly.
- Know what to do in the event of an emergency.
- Ensure personal health and safety standards are adhered to when at work or offsite when working.

What you will bring specifically

Experience:

Essential:

- A tertiary qualification or comparable experience.
- Strong track record in managing internal and external stakeholder relationships with excellent communication skills, both written and oral, including excellent listening skills.
- Demonstrated ability to build strong relationships, engage with, and influence senior leaders.
- Experience of working in government and/or in the not-for-profit/volunteer sector and/or managing frontline agency operational service delivery.
- A strong understanding of and experience of, sector and governance partnering.
- Experience in managing a secretariat function and/or other similar style governance committees including financial management information.
- Organisational leadership and delivery of programmes of work.

Desirable:

- Understanding of government processes and the ability to manage these effectively.
- In- depth knowledge and experience in developing and managing assurance frameworks.
- Experience in leading, coaching and mentoring staff.
- Prince 2, other project management certification or other high-level Project Management skills.
- Experience managing contracts and contract systems.

Knowledge & Skills:

- Proven written and verbal communication, with strong influencing and reporting skills.
- Ability to persevere to establish and maintain effective working relationships with internal and external stakeholders.
- Ability to work collaboratively with governance committees.
- Planning and management experience and ability to meet deadlines.
- Budget development and financial reporting skills.
- Understanding of Tikanga and Treaty of Waitangi principles.

Individual and Leadership Capabilities

We use the Leadership Success Profile (LSP) to help guide our people, including those not in management positions, towards the leadership skills and capabilities needed for success within the Ministry and across the public sector.

Honest and courageous

Deliver the hard messages, and makes difficult decisions in a timely manner to advance the longer-term best interests of customers and New Zealand

Resilience

Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus

Customer focus

Is dedicated to meet expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services

Ethics and values

Adheres to an appropriate (for the setting) and effective core set of beliefs during both good and bad times; acts in line with those values; practices what s/he preaches

Organising

Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently

Planning

Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and plans for roadblocks; evaluates results.

Who you will work with to get the job done

MOT/NZSAR	NZSAR Secretariat Manager NZSAR Team MOT Policy Teams MOT Analytics & Modelling, Governance, Finance and Legal teams
SAR and Recreational Safety Sectors	Land Search and Rescue NZ Coastguard NZ Surf Life Saving NZ Rescue Coordination Centre NZ Amateur Radio Emergency Communications Mountain Safety Council Water Safety NZ Maritime NZ NZ Police Department of Conservation Fire and Emergency NZ Rescue Helicopters Others partners as required
External	Ministry of Civil Defence and Emergency Management Department of Prime Minister and Cabinet MBIE Ministry of Primary Industries Customs NEMA Other Partners as required