Job Title	Principal Advisor, Digital and Insights
Reports to	Head of Digital and Insights
Band	18
Location	Wellington
Last reviewed	November 2024
Delegations	None

About the Ministry

The Ministry for Regulation (the Ministry) is a small government agency with a big job to do. The Ministry works to improve the efficiency and effectiveness of regulation and regulatory systems for New Zealanders by:

- Ensuring the quality of new regulation
- Improving the functioning of existing regulatory systems
- Raising capability of those who design and operate regulatory systems
- Providing continuous and enduring improvement of the regulatory management system.

Our values

We make a difference
Ka whakaaweawe tātou

We empower
Ka whakamana tātou

We are courageous
Ka whakamanawanui tātou

We put people at the centre
Ka manaaki tātou

About the team

The Organisational Enablement business group is responsible for delivering essential corporate support and enabling functions to ensure the Ministry operates smoothly and effectively. It includes pivotal functions that are integral to supporting the Ministry's core activities, such as Engagement and Communications, Ministerial Services, People and Operations, Legal and Finance, and Digital and Insights. Together, these functions maintain the Ministry's operational efficiency, facilitate strategic decision-making, and ensure compliance.

About the role

The Principal Advisor, Digital and Insights (Principal Advisor) role combines technical expertise with strategic planning and user engagement to drive the effective use of M365 and AI tools within the Ministry. This is an influential role in the Digital and Insights team to help enable productivity and efficiency in the Ministry. Working collaboratively with cross-functional teams, the Principal Advisor will identify areas for improvement and provide recommendations for process enhancements. This role will develop and maintain strong relationships with stakeholders and communicate findings effectively to technical and non-technical stakeholders.

About you

- Bachelor's degree in Information Technology, Computer Science, or a related field; a master's degree is a plus
- Demonstrated experience in information management and M365 technical roles
- Strong analytical and critical thinking skills with strong attention to detail
- Experience in rolling out M365 governance and road mapping
- Proficiency in SharePoint, Power Automate, Power BI, and other M365 tools
- Proficiency with Azure and Dynamics a bonus
- Ability to work independently and in a team environment
- Excellent communication skills, with the ability to present complex information clearly and concisely
- Experience in data modelling and database design
- Experience in data visualisation and reporting
- Ability to learn quickly and adapt to new technologies and methodologies
- Experience in statistical analysis and predictive modelling
- Familiarity with database management systems and data warehousing concepts.

Key Accountabilities

Technical Business Analysis	- Work closely with stakeholders to gather, analyse and document business requirements and translate them into technical specifications - Design and propose M365-based solutions to improve business processes and enhance productivity and efficiency.

M365 Expertise	• Utilise M365 tools such as Power Automate, Power BI, SharePoint, and Teams to develop and implement solutions that meet business needs • Utilise M365 tools to establish and maintain information governance policies and procedures, ensuring data integrity and compliance • Ensure that all M365 solutions comply with relevant regulatory requirements and organisational policies • Implement data classification schemes using M365 tools to manage and protect sensitive information • Manage permissions and access controls within the M365 ecosystem to ensure data security and compliance • Use M365 compliance tools to conduct regular audits and monitor data usage to detect and address any compliance issues • Develop and enforce policies for data retention, archiving, and disposal using M365 tools • Provide training and raise awareness about information governance and compliance best practices among users.
Generative AI integration	• Leverage generative AI tools like CoPilot to enhance business processes, automate tasks, and improve decision-making • Identify opportunities to automate business processes using AI and develop solutions to streamline operations • Educate and train users on the effective use of generative AI tools to maximize their benefits • Establish governance frameworks for the ethical and effective use of AI within the Ministry • Stay updated with the latest advancements in AI technology and continuously seek ways to integrate them into business processes.
Data Analysis and Reporting	• Use Power BI and other tools to create insightful reports and dashboards that support data-driven decision-making.
Collaboration	• Collaborate with IT and business teams to ensure seamless integration and operation of M365 solutions • Act as a subject matter expert, offering guidance on best practices for collaboration and productivity tools.

Project Management	• Manage multiple projects simultaneously, ensuring timely delivery of analysis and reports • Identify opportunities for process improvements and implement solutions to enhance data accuracy and efficiency.
Mentorship	• Provide mentorship and support, fostering a culture of learning and development within the Digital and Insights team.
Risk Management	• Proactively identify and manage organisational and operational risks • Be accountable for continuously monitoring risks, developing key strategies to manage them, conducting environmental scanning to anticipate new risks or changes in risk status, and contingency planning for areas where risks cannot be mitigated.

The duties and responsibilities in this document are not exhaustive. The incumbent may be required to perform other work which is consistent with the nature of the role.

Key relationships

Internal

• Members of the Senior Leadership team
• Managers and kaimahi across the Ministry

External

• CASS shared services teams
• IT support provider
• Other Central Agencies
• Kaimahi in other government departments
• Key stakeholders/industry groups

Health, Safety and Wellbeing

The Ministry for Regulation is committed to providing a healthy and safe work environment and safe management practices for all employees. Employees are expected to share this commitment as outlined in the Health and Safety at Work Act by taking all practicable steps to ensure their safety at work and that no action or inaction, causes harm to others while at work.

Changes to Position Description

Positions in the Ministry may change over time as the organisation evolves and priorities change. Job descriptions may be updated accordingly to reflect those changes in consultation with you.