POSITION DESCRIPTION

Position Title
Performance and Planning Adviser

Reports To
Unit Manager, Planning and Performance

Group
Deputy Chief Executive

Date Created/Updated
August 2018

About the Ministry

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to make New Zealanders safer and more prosperous. We do this by building connections with and influencing other countries to advance New Zealand’s interests, project New Zealand values and secure the outcomes that matter to New Zealand. We pursue the Government’s international priorities and provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to New Zealanders’ wellbeing in the following ways:

- **Kaitiakitanga**: Generations of New Zealanders benefit from sustainable solutions to global and regional challenges;
- **Prosperity**: New Zealanders have better job opportunities and incomes from trade, investment and other international connections;
- **Security**: New Zealanders are able to live, do business, travel and communicate more safely at home and offshore;
- **Influence**: New Zealanders have confidence their country can influence others on issues that matter for them now and in the future.

Our values are:

**Impact**
- We achieve for New Zealand, everyday, everywhere

**Kotahitanga**
- We draw strength from our diversity

**Courage**
- We do the right thing

**Manaakitanga**
- We honour and respect others
Diversity and Inclusion
We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

About the Division
The Strategy and Performance Division (SAPD) links strategy, planning, resourcing and performance to help the Ministry maximise its collective impact. The Division provides a combination of expertise and systems across its areas of responsibility: Ministry-wide strategic direction underpinned by strategic assessments; strategy and policy development and practice; enterprise planning; monitoring, evaluating and reporting on performance; and linking resourcing to strategic intent. The Division supports two Senior Leadership Team governance committees (Strategy and Policy, and Resources).

About the Position
This is one of three positions within SAPD’s Planning and Performance team. It is responsible for implementing and continuously improving the Ministry’s enterprise performance system to enable the Ministry to assess the difference we are making for New Zealand. The role is expected to work in a coordinated way with the enterprise planning role, and will be expected to take on elements of that function when the need arises. It involves extensive engagement across the Ministry and requires strong relationship management as well as technical skills.

The Ministry supports a range of flexible work options as the default setting for all positions.

Relationships
The position is required to build and maintain the following relationships:

Internal (within MFAT)
• SAPD Team
• Senior Leadership Team
• Office of the Chief Executive
• Planning Leads
• Portfolio and Delivery Services Division
• Communications Division
• Finance Division
• Divisional Managers and other MFAT staff

External (outside MFAT)
• Audit New Zealand and Office of the Auditor-General
• Central agencies
• Other government departments
• Service providers

Key Accountabilities
The following key accountabilities of this role assist in delivering the Ministry’s purpose.

• Role specific
  o Contribute to the design/maintenance of a fit for purpose system for assessing strategic performance and support the organisation in understanding and implementing it
o Manage the provision of enterprise performance advice and insights to the Ministry’s Senior Leadership Team and its Coordination and Performance Committee (via Strategic Framework quarterly monitoring and annual assessment processes)

o Design fit-for-purpose performance dashboards and governance reports

o Generate robust performance evidence for public accountability and internal improvement purposes

o Manage production of the Ministry’s Annual Report

o Provide advice, training, support and tools to improve the Ministry’s ability to assess the impact of its work, including through promotion and demonstration of best practice

o Assist Divisions with design of surveys and other means of gathering performance information

o Assist with coordinating and monitoring implementation of PIF Reviews

o Support the implementation of the Ministry’s planning system as required

• Leadership

  o Contribute to the division’s delivery of its planned and agreed activity stream to realise its strategic priorities and high level outcomes

  o Demonstrate the organisation’s values, goals, policies and procedures in all aspects of work

  o Buddy new members of the team supporting a culture of learning and sharing of experiences

• Relationship Management

  o Develop and maintain key relationships both internally and externally in order to advance the division’s objectives

• Organisational Responsibilities

  o Understand the Ministry’s Strategic Framework and how this role contributes to the framework

  o Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies and external stakeholders

  o Understand tikanga and Treaty of Waitangi principles and have sufficient appreciation of Te Reo Māori to be able to apply the Ministry Māori dimension, underpinned by Ministry values, in a way that is relevant to the context of our business

  o Using the Ministry’s Capability and Leadership Frameworks, identify and participate in opportunities for learning and development, including through regular coaching and mentoring

  o Identify and pursue opportunities to build specialised skills, knowledge and experience aligned with the Ministry’s Strategic Framework

  o Contribute to Ministry-wide projects and emergency response situations

  o Be aware of and adhere to the Ministry’s Health and Safety policies and procedures

  o All other duties as requested by the employer

• Knowledge Management

  o Contribute to the continuous development of the Ministry’s knowledge base by using the Ministry’s internal systems, sharing information and data with relevant internal stakeholders
• Health and Safety

The Ministry is committed to providing a safe and healthy working environment for all staff, including contractors and other workers, both on and offshore.

You are responsible for:
  o taking reasonable care of your own and other’s health and safety and being mindful of the effect of your actions (or lack of action) on the health and safety of others
  o complying with reasonable Ministry instructions to ensure the Ministry is able to comply with the Health and Safety at Work Act 2015
  o cooperating with health and safety policies and procedures
  o identifying and reporting hazards, injuries, illness and incidents (including near misses) that arise from your work or in the workplace
  o identifying and eliminating or mitigating health and safety risks so far as reasonably practicable and consulting with others in doing so
  o raising health and safety matters with your manager or health and safety representative (or contact as appropriate)
  o ensuring that all health and safety incidents, injuries, near misses are immediately reported through the HR Kiosk
  o ensuring that significant hazards and risks or critical incidents are drawn to the immediate attention of your Manager.

Qualifications, Skills, knowledge & experience

The following are required:

Qualifications
  • Relevant tertiary qualification.

Skills
  • Ability to convey complex information logically and concisely in written and oral form.
  • Strong digital presentation and report design skills.
  • Ability to research and analyse issues and develop appropriate recommendations.
  • Strong oral and written communication skills.
  • Strong interpersonal skills.
  • Ability to work under pressure.
  • Ability to work as part of a team.
  • Ability to work with staff from all levels of the organisation
  • Ability to facilitate and coordinate tasks.
  • Good policy formulation skills and sound judgement.
  • Sensitive to and appreciative of EEO issues.
  • Ability to work with people from other cultures.
  • The ability to facilitate complex tasks in a multi-disciplinary environment.

Experience
  • Experience in implementing and maintaining enterprise performance systems preferably in the public sector
  • Desired – experience in developing enterprise performance systems
  • Experience in enterprise and business planning
  • Knowledge of central agencies’ planning, review and benchmarking approaches
  • Experience in producing planning and accountability documentation
Mandatory Role Requirements

- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.
- You must hold New Zealand citizenship.