



**NEW ZEALAND**  
FOREIGN AFFAIRS & TRADE

## **POSITION DESCRIPTION**

### **Position Title**

Portfolio Manager – Partnerships

### **Reports To**

Unit Manager, Partnerships and Funds

### **Division/Group**

Partnerships, Humanitarian and Multilateral Division  
Pacific and Development Group

### **Location**

Wellington

### **Term of Position**

Open Tenure

### **Date Created/Updated**

September 2019

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## **About the Ministry**

The Ministry of Foreign Affairs and Trade/Manatū Aorere (the Ministry) acts in the world to make New Zealand safer and more prosperous. It does this by working to understand geopolitical changes across the world, advancing the Government's international priorities, and providing advice to the Government on its implications. By building connections and influence in other countries we act to promote and protect New Zealand's interests.

We seek to deliver value to New Zealand and New Zealanders, through:

- improved prosperity for New Zealand and our region
- the stability, security and resilience of our country, our people and our region
- leadership by amplifying New Zealand's influence and standing in the world
- kaitiakitanga or stewardship, by delivering solutions to global challenges for the benefit of present and future generations.

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

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## About the Group

The Pacific and Development Group (PDG) leads an integrated approach to New Zealand's diplomatic and development engagement with Pacific countries and is responsible for the delivery of the New Zealand Aid Programme in the Pacific and globally.

PDG currently oversees approximately 800 investment activities and a budget of \$2.2 billion over three years. It has approximately 450 staff based in Wellington and at diplomatic posts offshore.

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## About the Division

The Partnerships, Humanitarian and Multilateral Division (PHM) leads on New Zealand's international development cooperation partnerships with NGOs; New Zealand's offshore humanitarian action; and New Zealand's international development cooperation relationships with the United Nations and International Financial Institutions.

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## About the Team

The Partnerships Unit, which leads on New Zealand's international development cooperation partnerships with NGOs within PHM, is implementing a major change project in the form of a new approach to engaging with New Zealand non-government organisations (NGOs). The new approach seeks to strengthen our delivery of New Zealand Aid Programme strategic priorities, including the Pacific Reset and Sustainable Development Goals.

Called "Partnering for Impact", the new approach includes three complementary mechanisms: multi-year, multi-sector negotiated partnerships with (generally larger) NGO partners; a new streamlined fund, Manaaki, for smaller scale activities; and an organisational strengthening mechanism.

Concurrently, the team is managing a large number of activities funded through the predecessor Partnerships for International Development (PFID) Fund with New Zealand NGOs, the private sector, and Crown Research and Tertiary Institutes with partners in developing countries.

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## About the Position

This senior position will be responsible for providing high-quality financial analysis and advice to the Partnerships Unit to support the effective stewardship and delivery of its NZ\$142 million programme of development cooperation activities. Key to success will be a proactive drive to help the business deliver strong development outcomes whilst supporting continuous improvements.

The primary focus areas of this role are:

1. Understanding the business and driving for success.
2. Driving ongoing and annual portfolio pipeline planning.
3. Leading the establishment of effective systems to assist with the management of programme performance and risk.
4. Driving accurate modelling and forecasting around expenditure.
5. Delivery of quality governance outcomes.
6. Supporting the Partnerships Team's outputs and engagement with the Partnerships and Civil Society Governance Group<sup>1</sup>

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<sup>1</sup> The Governance Group is an internal body comprising a cross-section of Pacific and Development Group representatives. This Governance Group oversees the Partnering for Impact funding mechanisms and the predecessor

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## Key Accountabilities

The following key accountabilities of this role assist in delivering the Ministry's purpose:

### *General*

- Support high-quality development outcomes within the Partnerships Unit and across PDG by working closely with others managing Four Year Plans, including:
  - providing high quality advice on the activity lifecycle and associated business processes
  - ensuring consistency of practice and development quality
  - supporting the management of high risk activities to ensure best practice management and development outcomes are achieved
  - helping teams connect across the ministry and externally to share experience and contest ideas, in order to keep our development focus fresh
  - providing mentoring and coaching to divisional members as and when required
  - driving a focus on quality and effectiveness through the decision making process.
- Lead best practice programme management including:
  - ensuring that the Partnerships Four Year Plan and Unit delivers to expenditure and other performance targets
  - coordinating with Activity Managers to ensure the quality and consistency of activity data and financial management, forecasting and invoice processing and ensure delivery of all financial and reporting milestones
  - regularly review data quality to ensure all Activity indicators are accurate
  - annual and ongoing pipeline planning for all programmes within the Unit
  - the establishment of effective systems to assist with the management of programme performance and risk
  - ensure strong risk and monitoring framework and culture is established to support quality assurance outcomes
  - supporting team to proactively engage with other divisions to inform activity development
  - develop an expert understanding of key business systems (including expenditure reporting, Enquire, the internal Business Case Approach) in order to support and coach Partnerships Unit and wider PHM colleagues to ensure the consistent quality and robustness of data
  - analysing programme reporting, identify strategic insights
- Support the Unit Manager's engagement with the Partnerships' Governance Group and deliver quality governance outcomes including:
  - producing and quality assuring papers, driving the timely delivery of papers, and facilitating governance discussions
  - proactively engaging with Governance Group members ahead of meetings to anticipate key issues and risks
  - supporting divisional colleagues in the presentation of papers, business cases and other reporting
- support wider business initiatives and activities as appropriate
- support divisional policy outcomes as required.

### *Leadership*

While this role does not have line-management of staff, it is expected the Portfolio Manager will:

- formally coach and mentor team members by fostering high standards and ensuring a culture of learning, sharing experiences and constructively challenging thinking
- create an environment in which people want to do their best
- empower and motivate others
- improve performance of the wider business by providing tailored advice and positive reinforcement
- support staff and oversee systems to ensure effective flow of information both vertically and horizontally, within the division and group, including posts and across the Ministry
- support a strong team culture
- lead by example, modelling desired organisational behaviours, culture and values
- promote the values and philosophy of the Ministry particularly in relation to equal employment opportunities responsibilities, good employer philosophy
- understand and promote of the principles of the Tiriti o Waitangi.

The Portfolio Manager will:

### *Relationship Management*

- be a team player, identify areas to share knowledge, coach and mentor wider business teams
- build and maintain relationships at all levels in the organisation
- work closely, and build strong collaborative relationships, with a wide range of stakeholders across functions, locations and disciplines in order to advance the division's objectives
- drive quality decision making through the effective use of interpersonal skills; influencing without direct authority
- provide an advisory role and collaborate closely with the business
- deliver with vision, energy, drive and perseverance to ensure collective success of team and wider business
- be customer focused; work with the business to ensure improvement in products and services
- constantly look for ways to make our processes as streamlined and user-friendly as possible.

### *Functional Management*

- have an ability to deal with ambiguity and to prioritise/reprioritise
- be comfortable with risk and uncertainty and be able to decide and act without having a complete picture
- be future focused, optimistic and create and share a vision.

### *Organisational Responsibilities*

- demonstrate and lead alignment with the Ministry's values, goals, policies and procedures
- understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of Ministers, partner agencies and external stakeholders
- contribute to the preparation and reporting requirements of accountability documents
- foster strong working relationships across the Ministry
- contribute to Ministry-wide projects and emergency response situations
- apply tikanga and Tiriti o Waitangi principles, ensuring staff also have a good understanding and are able to apply the Ministry Māori dimension in a way that is relevant to the context of the business and underpinned by Ministry values
- all other duties as requested by the employer as appropriate.

### *Knowledge Management*

- contribute to the continuous development of the Ministry's knowledge base by using the Ministry's internal systems and sharing information and data with relevant internal stakeholders, including contributing to/presenting at learning/development opportunities.

### *Health and Safety (H&S)*

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

The Programme Manager is responsible for:

- ensuring health and safety resources and processes are in place and appropriately used
- engaging staff/contractors to enable proactive participation in health and safety matters
- ensure health and safety hazards are identified (in consultation with staff), that controls are in place, that associated risks are being assessed and regularly reviewed, and an action plan determined to eliminate or mitigate the risks so far as reasonably practicable
- implementing agreed actions to eliminate or mitigate risks and monitor and review progress
- ensuring hazard and risk registers are regularly updated and controls regularly reviewed
- ensuring all health and safety incidents, illnesses, injuries, near misses are immediately reported through the HR Kiosk and followed-up
- ensuring significant hazards and risks or critical incidents are drawn to the immediate attention of your manager.

### **Qualifications, Experience, Knowledge & Skills**

#### *Qualifications*

- Relevant double degree, post graduate degree or an equivalent level of experience working in a related role.

#### *Experience*

- Financial analysis, modelling, management and forecasting of complex budgets
- Experience effectively managing portfolios/programmes of significant complexity including: set up, assurance, delivery, risk management, and producing management information in a variety of useable formats (incl A3 reports, spreadsheets, narrative reports)
- Demonstrated business planning, monitoring and reporting skills
- Understands the political process, the role and place of public service agencies and has a commitment to the goals and objectives of the New Zealand public service, including partnership with Māori in the context of the Tiriti o Waitangi
- Proven skills in providing sound strategic advice
- Demonstrated ability to challenge, critically analyse and provide scrutiny while ensuring alignment with wider policy and strategic initiatives
- Successful management of large projects/programmes including: design, risk, issues, change, budget, resources, schedule, scope, quality, benefits
- A history of maintaining a focus on delivering outcomes and developing and delivering high quality services
- Demonstrated ability to assess projects and programmes for their ability to deliver against defined business cases and plans, including the provision of financial, value for money analysis. Experience producing cost/benefit analysis an advantage
- Developing and maintaining robust relationships with a range of internal and external stakeholders including Senior Managers, colleagues and third-party service providers
- Sound working knowledge of the below or similar is an advantage:
  - Project and programme management approaches including PRINCE2 or PMP and MSP
  - Organisation Change frameworks
  - Treasury Better Business Case model
  - Effective team building
  - Public sector procurement and contract management processes
  - The machinery of Government and Government accountability requirements
  - Enterprise Project Management Office (EPMO)
- International development experience an advantage.

### *Skills and attributes*

- Understands the political process and the role and place of public service agencies and a commitment to the overall goals and objectives of the New Zealand public service, including partnership with Māori in the context of Te Tiriti o Waitangi
- Strong business planning, analytical, reporting and forecasting skills
- Ability to challenge and provide an overview and scrutiny, ensuring alignment with wider policy and strategic initiatives
- Sound analytical skills – clarity of thinking, defines problems well, gathers all necessary information and produces thorough, objective and methodologically sound advice and policy
- Excellent communication skills – expresses ideas effectively in all medium especially written and oral. Adapts style to intended audience
- Good relationship management skills – works effectively with diverse range of internal and external stakeholders to accomplish organisational goals
- Ability to work with staff from all levels of the organisation
- Displays good judgement
- Excellent interpersonal skills – uses appropriate style and methods to articulate the Ministry's position and strategy on issues with accuracy and persuasion. Collaborative partnering, networking, relationship and stakeholder management skills.
- Ability to bring out the best performance in others, including setting expectations, providing feedback, encouraging high performance
- Results oriented – is motivated, persistent and delivers, takes actions to achieve goals, anticipates and deals with potential issues, ability to facilitate and coordinate complex tasks in a multi-disciplinary environment.
- Demonstrated commitment to developing and maintaining skills and knowledge including influencing and mentoring senior managers
- Proven credibility, integrity and professionalism – demonstrates these characteristics at all times
- Strong work ethic – shows conscientiousness, drive and determination in all situations
- Demonstrates a pragmatic, adaptable, open-minded, reflective and forward thinking style, is committed to learning and extending self and continuously seeks opportunities for different and innovative approaches to work
- Strong understanding of using financial management systems
- Ability to research and analyse issues and develop appropriate recommendations and convey complex information logically and concisely in numerical, written and oral forms.
- Sensitive to and appreciative of Equal Employment Opportunity issues.

### **Relationships**

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

#### *Internal*

- Unit Manager
- Divisional Manager
- Division staff
- Other MFAT staff, especially PDG and Aid Posts.

#### *External*

- Minister of Foreign Affairs and Trade and other Ministers as appropriate
- Other government departments and agencies
- The New Zealand development sector, including NGOs
- Partner Governments
- International development agencies
- OECD Development Assistance Committee, United Nations, Global Partnership for Effective Development Cooperation
- Development academics
- Other organisations as appropriate

All delegations are set out in either the Ministry's Instrument of Delegations (IOD) or the Official

Development Assistance (ODA) delegations.

**Mandatory Role Requirements**

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