



POSITION DESCRIPTION

Position details

Position Title	Advisor
Team	Operations Support and Improvement
Group	Provincial Development Unit
Location	Wellington
Date	October 2019

Our purpose

Our purpose is to grow the New Zealand economy to provide a better standard of living for all New Zealanders. To achieve this, we need a strong, high performing economy, where for example, people (workers, consumers and investors) are protected and aware of their rights and obligations; and the integrity of the environment is maintained.

As one of New Zealand's largest government agencies, the work we do impacts the lives of all New Zealanders. We work to increase household incomes by helping businesses to be more productive and internationally competitive, increasing opportunities for all New Zealanders to participate in the economy through improved job opportunities, and by ensuring quality housing is more affordable.

This is all echoed in our Māori identity – Hikina Whakatutuki – which broadly means “lifting to make successful”.

How we work

Our aspiration is that MBIE is a great place to work where great work gets done.

We believe in harnessing the potential of our people and the diverse skills and life experiences they bring to MBIE.

Our targets are challenging and require us to work with others, and across the Ministry (making the most of our size and scope).

Our people will need to adopt a generous disposition and actively seek out opportunities to be purposely collaborative across MBIE. This means asking ‘why not?’ instead of ‘why?’, and leveraging off the collective that is MBIE in the pursuit of goals that stretch right across teams, branches and groups.

We work across government, and New Zealand, in a way that enables us to expand and deepen our understanding of businesses and markets. We use our extensive presence across New Zealand and around the world to make and leverage domestic and global connections.

Our values

<p>Mahi Tahi - Better Together</p> <p>Mā mahi tahi ka ora ka puāwai</p> <p><i>By working together we will flourish and achieve greatness</i></p> <ul style="list-style-type: none"> • We collaborate and respect the experiences of others • We share our knowledge • We connect and partner with our communities 	<p>Pae Kahurangi – Build our future</p> <p>Ka huri taku aro ki te Pae Kahurangi, kei reira te oranga mōku</p> <p><i>We turn our attention to the future, that’s where the opportunities lie</i></p> <ul style="list-style-type: none"> • We learn from the past to shape the future • We protect what’s precious, our taonga • We listen to lead the way
<p>Māia – Bold and brave</p> <p>Tāwhia tō mana kia mau, kia maia</p> <p><i>Retain and hold fast to your mana, be bold, be brave</i></p> <ul style="list-style-type: none"> • We challenge the status quo • We’re curious • We explore new ideas 	<p>Pono me te Tika – Own it</p> <p>Ā mātau mahi katoa, ka pono, ka tika</p> <p><i>Taking responsibility to commit to doing things right</i></p> <ul style="list-style-type: none"> • We step up and take responsibility • We do what we say we will • We hold ourselves and each other to account

Our structure

The Ministry comprises around 4,300 staff operating in New Zealand with a further 500 staff in overseas locations.

The Ministry has eight business groups: Building, Resources and Markets; Corporate, Governance and Information; Finance and Performance; Immigration New Zealand; Labour, Science and Enterprise; Market Services; the Provincial Development Unit (PDU) and Strategic Policy and Programmes.

Regional Economic Development

The Government’s broad economic objective is to achieve higher well-being for New Zealanders through productive, sustainable and inclusive economic growth. This means moving beyond narrow economic indicators and instead puts the well-being of our people and the environment at the centre. Regional Economic Development is an integral feature of this objective.

Through the Provincial Growth Fund (PGF), central government has committed to investing \$1 billion per annum over three years in regional economic development. The PGF aims to lift productivity potential in the provinces. Its priorities are to enhance economic development opportunities, create sustainable jobs, enable Māori to reach their full potential, boost social inclusion and participation, build resilient communities, and help meet New Zealand’s climate change targets. With over \$2.2 billion now allocated, the focus of the Regional Development team is now on contract management, skills and workforce development, and outcomes measurement and reporting.

The Provincial Development Unit (the Unit) has been established to be the focal point within Government for regional economic development, and to implement the PGF. The Unit will be responsible for working with regions to determine priorities for investments in these regions, and establishing processes to support the implementation of the Fund.

The Unit has three branches:

- **Strategy, Planning and Performance Branch** is responsible for the development and implementation of business strategies where the focus lies in strong financial management, data and research and governance functions.

- **Investment Management Branch** is responsible for managing the pipeline of proposals including assessment of applications against the criteria of the fund, due diligence and conflict and risk management in relation to each proposal.

Regional Development Branch works with people in the regions, assists with developing investment proposals and is the primary conduit to other NZ Government regional teams. It also drafts funding contracts for approved proposals, manages active contracts and payments and reports on outcomes.

The Advisor, Operations Support and Improvement position reports into the Manager, Operations Support and Improvement (OSI) team in the Provincial Development Unit.

Position purpose

The Advisor will support others in the OSI team and wider PDU to plan, design, develop and implement continuous improvement initiatives, and provide operationally-grounded advice and support, informed by a good understanding of the operations of the PDU. The Advisor will also provide operational support to branches and teams in the PDU, including partnering with teams to support the development of briefings and reports of PDU activities for a range of audiences.

Key Relationships

- Ministers and staff in Minister’s offices
- Other teams in the Strategy Performance and Planning branch
- All teams in the Regional Development branch
- All teams in the Investment Management branch
- Engagement and Communications team
- All managers & Staff in the PDU

Key responsibilities

Responsibilities of this position are expected to change over time as the Ministry responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves. This includes performing any other reasonable duties as required.

Key responsibility	Indicators of success
Key deliverables	<ul style="list-style-type: none"> • Builds in-depth understanding of the operational context of the PDU, scans at an operational system level and works collaboratively to identify business process improvement opportunities; tension points that need addressing; and opportunities for innovation. • Supports PDU wide projects and initiatives to improve processes and practice ensuring new solutions are fit for purpose and will enable the PDU to meet its objectives. • Applies insight and diagnostic techniques to analysing issues and data to identify opportunities for innovation; determine key issues; or identify potential delivery and implementation impacts from proposed changes. • Takes a forward-looking and proactive strategic approach and seeks opportunities to implement new ideas and methods, supporting the manager and team to ensure a sufficient balance of work across the work programme from incremental to transformational. • Works collaboratively across the PDU and MBIE to ensure a range of voices contribute to the work programme. • Supports the delivery of well written proposals that are implementable, identify business impacts and represent the views of team members and responsible managers before initiatives progress. Supports and takes into considerations that all outputs should be implementable proposals and options which appropriately balance <ul style="list-style-type: none"> – issues of viability from a government perspective;

Key responsibility	Indicators of success
	<ul style="list-style-type: none"> - technical feasibility and ease of delivery/achieving objectives; - minimum disruption from an implementation perspective; and - desirability from a user and community perspective <ul style="list-style-type: none"> • Supports operational teams in effective information management to ensure accurate and timely information is accessible for the development of official correspondence and reporting.
<p>Manage key relationships and linkages within the Ministry and with sectors/industry</p>	<ul style="list-style-type: none"> • Builds connections with stakeholders within and outside of the Ministry, purposefully engaging with them and leveraging their activities to gain deeper insights and better achieve desired outcomes collectively. • Actively contributes to development of and promotion of whole of Ministry views in internal and external interactions. • Contributes to and manages collaboration within the PDU on solutions to ensure effective input and ownership of outcomes. • Works collaboratively with colleagues to monitor, review, evaluate and improve existing business, customer and community experiences against desired outcomes • Establishes and maintains relationships with similar functions across MBIE and within the wider public sector
<p>Manage tasks and supports projects</p>	<ul style="list-style-type: none"> • Applies a structured activity planning approach, such as project management disciplines to support the planning of projects and initiatives, milestones, risks and provide the appropriate level of visibility to managers and governance groups. • Ensures that projects are aligned with business goals and monitors progress and reviews targets • Involves other people, and can support the team through successive phases of discovery, innovation and evaluation as design and implementation progresses, to ensure changes are robust and sustainable • Alerts manager to potential problems / risks well in advance, and proposes solutions. • Well-organised with a drive to achieve results; plans systematically and identifies and manages risks • Knows when to work alone and when to seek advice and others' input • Identifies resources necessary to meet objectives of self or team.
<p>Organisational commitment and public service</p> <p><i>Role models the standards of Integrity and Conduct for the State Services.</i></p>	<ul style="list-style-type: none"> • Contribute to the development of, and help promote and build commitment to MBIE's vision, mission, values and services. • Willingly undertake any duty required within the context of the position. • Understand Equal Employment Opportunities (EEO) principles and the application of these to MBIE. • Comply with all legislative requirements and good employer obligations.
<p>Safety and wellbeing</p> <p><i>Manages own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents.</i></p>	<ul style="list-style-type: none"> • Display commitment through actively supporting all safety and wellbeing initiatives. • Ensure all staff/colleagues maintain adequate safety standards and safe systems of work on the job through consultation, training and supervision. • Comply with relevant safety and wellbeing policies, procedures, safe systems of work and event reporting, including reporting all incidents/accidents, including near misses in a timely fashion. • Be involved in health and safety through participation in activities and consultation.

Person specification

Skills and Experience

- Track record in successful performance in one or more of the following areas: business process improvement, operational policy, service design (in a Government setting), or continuous improvement.
- Demonstrated general problem identification and solution skills and ability to develop robust solutions that are viable for government; technically possible and desirable for users and the community
- General business analyst skills and knowledge
- Demonstrated knowledge of effective service delivery models and service excellence principles
- Excellent oral and written communication skills: demonstrated competence in effectively communicating complex ideas both orally and in writing to a wide variety of audiences
- Excellent interpersonal, teamwork and relationship management skills
- Knowledge of public sector requirements and processes

Qualifications

- Tertiary qualification in relevant discipline

Pre Requisites

- Must have the right to live and work in New Zealand