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| Principal Portfolio and Planning Advisor |

## About us

We work on behalf of the social sector, taking a cross-sector view to help on issues that do not fit neatly into the work of any single agency and support a joined up social sector. We support the sector’s capability to utilise insights by creating tools and practices that stimulate innovation and work with decision-makers to take insights and apply them.

### Our values – how we do things around here



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| **Tāngata** We’re about people | **Manawa Māui** We are a catalyst for change | **Taunakitanga**We influencethrough evidence | **Puaretanga**We’re transparentby nature |
| It’s about people. They will do better, sooner and for longer, when we partner with others to develop and deliver services. | We challenge the status quo constructively and seek better ways of doing things. | We use evidence to influence positive change for New Zealanders. | We will share what we’re doing, how we’re doing it, and what we learn |

## About working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa

i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi.  We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

## About the position

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| The purpose of this position |
| The Principal Portfolio and Planning Advisor enables the SWA to deliver on its strategic intention and work programme by using a portfolio and project management approach to our work. This function leads the portfolio, project, and governance framework, and the annual planning cycle for SWA The Organisational Performance team is a small team with a big mandate. We focus on four core areas to deliver value across the agency. These areas are Performance, Development, Resilience, and Support. All these areas interlink to build a great place to work, where our people are our centre. |
| Team and location | Organisational Performance, Wellington |
| Reporting to | Director Organisational Performance |
| Salary band | Band 19: $138,000 - $162,400 - $194,900Starting salaries are negotiated based on relevant skills and experience, with offers generally made between $138,000 - $162,400. |

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| What you will do to contribute | As a result we will see |
| **Leadership*** Agency collaboration – work across the Agency to help develop and deliver on SWA’s strategic priorities and play a lead role in building a strong, cohesive culture.
* Build portfolio disciplines across the Agency through influencing, coaching and mentoring, supporting and advising to ensure the Agency’s work programme is effectively delivered.
* Work programme management – ensure successful development and delivery of SWA’s work programme.
* Tools & guidance – effectively promote use of SWA’s tools and guidance across the social sector.
 | * SWA strategic priorities are delivered successfully.
* SWA forms a strong, cohesive culture across the Agency.
* Work programme is developed and delivered to expectations and aligned to SWA strategic priorities.
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| **Portfolio and Planning*** Provide technical expertise and ‘blue sky thinking’ to contribute to the development and implementation of SWA’s organisational and capability strategies with the Director Organisational Performance
* Lead on the delivery of the SWA strategic plan, vision, and objectives of SWA
* Lead the portfolio and business planning function across SWA
* Identify and implement improvements to increase delivery disciplines across the organisation by designing and seeking out new and innovative systems, methods, and ways of doing things.
* Drive delivery of SWA’s programmes and projects through project management practices and governance framework
* Lead the annual planning cycle and implement SWA’s planning framework.
* Facilitate the quarterly business planning and review process to ensure work programme is aligned to SWA strategy
* Monitor, track and report on results and analysis of strategic initiatives to ensure actionable insights
 | * Annual planning is aligned with strategic intentions and integrated into business plans and work programmes
* Organisational and capability strategies are future focussed, successfully developed, communicated to key stakeholders, and implemented.
* Leaders including ELT, are supported to plan, manage, and execute their work programmes.
* Planning cycle and framework in place.
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| **Project Management*** Work with managers and stakeholders to effectively mobilise work streams / projects through the development of approved project management plans.
* Provide technical leadership, mentoring and coaching to Project Coordinators
* Co-ordinate project and programme activities with diverse groups and individuals.
* Monitor and report on the current state of SWA’s overall programme to Executive Leadership team (ELT) on a regular basis
 | * Project management practices, tools and governance frameworks are in place for all SWA programmes and projects.
* Project and programme milestones and interdependencies are accurately tracked and reported.
* Project management practices, tools and governance frameworks are in place for all SWA programmes and projects.
* Templates and project master list are maintained; content is up to date and communicated.
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| **Relationship Management*** Develop and maintain networks with key internal and external stakeholders and partners.
* Consult and work proactively with those key internal and external stakeholders and partners.
* Strong relationship builder with the ability to influence.
* Act in a manner which is consultative, non-territorial and collegial.
* Seek consensus and courageous decision making.
 | * Stakeholders are well informed and linked into key priorities for the Agency.
* Across government agencies and the wider social sector there is a sense of being ‘joined up’.
* The social sector is engaged with the work of SWA.
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| Risk Management* Actively identify and manage role or practice level risks, including escalation of risks and issues when necessary.
* Ensure that analysis, data, and information supplied is accurate and verified.
 | * Role level risks are identified and managed appropriately.
* Independent assurance that the Agency is operating and accounting for performance in an appropriate and transparent manner.
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| **Health and Safety*** Take responsibility for meeting the Agency’s obligations in workplace health and safety.
 | * Observing the Agency’s health and safety procedures.
* Participating in health and safety initiatives and training where appropriate.
* Providing suggestions for improvement of health and safety.
* Reporting incidents and hazards promptly.
* Know what to do in the event of an emergency.
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| Who you will work withto get the job done | Advise | Collaborate with | Influence | Inform | Manage/ Lead | Deliver to |
| Internal | Chief Executive and SWA Leadership Team | ✓ | ✓ |  | ✓ |  | ✓ |
| All other people employed/engaged in the Social Wellbeing Agency | ✓ | ✓ |  | ✓ |  | ✓ |
| External | Social Sector Government agencies  |  | ✓ | ✓ |  |  | ✓ |
| Ministers |  |  |  |  |  | ✓ |
| Non-governmental organisations and private sector providers of front-line social services, analytics, data, policy advice, insights and research |  | ✓ | ✓ |  |  | ✓ |
| Academics & research organisations. |  | ✓ |  |  | ✓ |  |

## About you – what you will bring specifically

### Experience and knowledge

* Proven experience leading and developing organisational strategy
* Proven experience embedding, and maintaining strategy and project/programme governance frameworks, policies and processes.
* Significant experience in partnering and maintaining influential relationships with business leader and working collaboratively at a senior level
* Proven relationship management and influencing skills – can build trust and facilitate cross organisational work programmes and bring people on the journey.
* Record of successful delivery of, high-risk projects and/or successful delivery of programmes (project-based programmes not business-as-usual programmes), including managing budget, costs and forecasting
* Experience in defining and running programmes of work that includes multiple projects and work streams.

### Characteristics

* Engaging others – connects with others, listens, reads people and situations, communicates tactfully.
* Achieving ambitious goals – committed and tenacious, ambitious.
* Curious – thinks analytically and critically, displays curiosity, mitigates analytical and decision-making biases.
* Honest and courageous – shows courage, shows decisiveness, leads with integrity.
* Resilient – displays resilience, demonstrates composure.
* Self-aware and agile – encourages feedback on own performance, can self-assess, adapts approach, shows commitment to development.

### Capabilities

* Implements strategy – aligns their work with strategic objectives and the Agency’s vision.
* Communicates clearly – tailors’ messages so they are clear, succinct, and resonate with their different audiences.
* Supports organisational performance – suggests and acts on opportunities to do things differently and improves processes to achieve gains in effectiveness and efficiency.
* Builds internal relationships – contributes to their team, works collaboratively with others across the organisation and takes an organisation-wide view. Builds external relationships and interacts effectively with customers and other external stakeholders.
* Inclusive – welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
* Shows political awareness – displays an understanding of the essentials of how the government and the public sector work and ensures that written documentation and verbal presentations reflect relevant political sensitivities.
* Manages and delivers on work priorities – plans and organises self to deliver work commitments to required timeframes and quality standards.
* Develops others – shares own experiences and learning and demonstrates and teaches specific technical skills.

### Other requirements

* Willing to take on responsibilities (within limits) outside the prescribed position description.
* Relevant tertiary qualification or equivalent experience