# DCE Investment and Commissioning

## About us

Our agency’s purpose is to shift the system using data and evidence, so that the system invests earlier and more effectively to improve the lives of New Zealanders.

### 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 Deputy Chief Executive (DCE) Investment and Commissioning drives the strategic direction and culture of Investment and Commissioning in alignment with SIA’s strategic intent. This role leads establishment and ongoing operations of the investment and commissioning functions and sophisticated investment management of the Social Investment Fund. This role is a commercial leader able to build trusted credible relationships with critical stakeholders at a provider and community level.The DCE Investment and Commissioning is accountable for transforming how contracting is undertaken and driving a move to outcomes-based partnerships through a deep understanding of provider capabilities and community needs.  |
| Team and location | Wellington  |
| Reporting to | SIA Chief Executive |
| Salary band | TBC |

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| What you will do to contribute |
| **Strategic Leadership*** As part of the Executive Leadership team, set the strategic direction for SIA and the Social Investment Fund (SIF)
* Incorporate strategic external directives and drivers into the development of a fit for purpose strategy for SIA and the Social Investment Fund (SIF)
* Lead effective change management practice and process through visible ownership, leadership, engagement and communication with all stakeholders
* Establish mechanisms to review and monitor the effectiveness of group progress relative to strategy
* Drive change leadership to ensure the Agency evolves and is able to respond effectively to the changing environment.
* Deputise for the Chief Executive when required including engagement with the sector and senior stakeholders

**Operational Leadership*** Lead the teams which make up the Investment and Commissioning group. These teams include:
* Contract and Fund Management (Operations)
* New Initiatives
	+ Contract Consolidation and Devolved Commissioning
* Lead all annual people processes to support performance and delivery in this group e.g. goal setting, monitoring performance, remuneration reviews etc.
* Direct the development and implementation of overarching services, processes, approaches, and systems to support the Social Investment Fund establishment
* Set effective people leadership expectations and role modelling of behaviours across all levels
* Review resource requirements across the group

**Strategic engagement and relationships** * Collaborate with the Executive Leadership team to undertake planned engagement activity across the sector and key strategic relationships
* Establish and maintain other critical relationships to support Investment and Commissioning activity including with:
	+ Service providers and community organisations
	+ Iwi and Māori organisations (as providers and commissioners)
	+ Philanthropic organisations and co-investment partners
	+ Regional commissioners and community leaders
	+ Fund governance bodies

**Assess system opportunities*** With Policy and Investment Advice, lead identification of valid funding transfer opportunities
* Oversee transfer/change activity required to move funding

**Investment establishment*** Provide overarching leadership of and accountability for the establishment and effectiveness of the Investment function
* Lead development and delivery of Investment approaches, processes, frameworks, tools and standards including the Investment strategy and management of the fund portfolio

**Commissioning establishment*** Provide overarching leadership of and accountability for the establishment and effectiveness of the Commissioning function
* Lead development and delivery of commissioning approaches, processes frameworks, tools and standards including:
	+ Commissioning processes
	+ Outcomes-based contracting models
	+ Commissioning lifecycle
	+ Contract framework
	+ Procurement processes, tools and approaches
	+ Provider relationship framework
* Establish commissioning teams to deliver commissioning operations
* Build commissioning capability

**Partner*** Build enduring partnership activity with communities, commissioners and providers
* Build enduring partnerships with Māori as providers and commissioners
* Partner with philanthropic organisations and co-investment partners
* Build provider relationships and support community led commissioning

**Innovate** * Develop and review data and evidence to monitor the effectiveness of commissioning approaches
* Support feedback and insights sharing with SIA
* Refine approaches in light of evidence and feedback
* Continue to support learning and innovation in how Investment and Commissioning is undertaken

**Compliance & Governance*** Work with other DCEs, the Director, Office of the Secretary for Social Investment and the SIA Chief Executive to lead legislative and wider compliance activity including but not limited to risk management, governance, reporting, procurement, internal review, and external audit.
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| **Risk management*** Actively identify and manage role or practice level risks, including escalation of risks and issues when necessary.
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| **Health and safety**Take responsibility for meeting SIA’s obligations for workplace health and safety. |

## About you – what you will bring specifically

### Qualifications

* Relevant tertiary qualification in Business, Economics, Public Policy or a related field.

### Experience, knowledge and Skills

* Senior leadership experience leading and managing investment and commissioning functions in environments involving a range of diverse stakeholders.
* Proven experience in establishing investment or commissioning functions within the public sector.
* Strong understanding of government investment frameworks and Treasury guidelines.
* Proven ability to lead and deliver large-scale transformation projects.
* Proven ability to develop and implement strategies that align with organisational goals and drive transformation.
* Experience in fostering a culture that embraces change.
* Proven experience leading, developing and implementing strategy and programme/project governance frameworks, policies and processes.
* Proven experience working in a government context and engaging effectively with Ministers and senior Government officials, with an extensive knowledge of machinery of government, including the public policy process.
* Proven experience of developing and managing complex relationships with the ability to influence and establish credibility at all levels, and across all sectors.
* Demonstrated knowledge of meeting and supporting the obligations and intent of the Te Tiriti o Waitangi. Competency with Te Ao Māori and Te Reo Māori is desirable.

### 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.
* 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.