

Director Enabling Services

# 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 influence through evidence |  | **Puaretanga**We’re transparentby nature |
| It’s about people. They will do better, sooner and for longer, when we partner with others to developand deliver services. | We challenge the status quoconstructively and seek better waysof 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 Director Enabling Services is a senior executive accountable for leading the Enabling Services team as part of the Strategy and Performance team. They are responsible for the operations of the SIA ensuring the efficient implementation of programs, services, and initiatives in alignment with the organisation’s mission and strategic goals. This position plays a critical leadership role in optimising internal processes and enhancing organisational performance across all departments.This role is responsible for ensuring that Engagement, Ministerials and Communications, People and Culture, Risk, Assurance and Governance, and Technology operate efficiently, delivering services to support the overall aim of SIA and SIF.The Director role works with the DCE Strategy and Performance to develop strategic plans, manage business planning activity, and manage budgets and policies for SIA and SIF.This role deputises for the DCE Strategy and Performance to cover Chief Security Officer (CSO) functions as required. |
| Team and location | Wellington |
| Reporting to | DCE Strategy and Performance |
| Salary band | Band 21 - $196,690 - $277,680Starting salaries are negotiated based on relevant skills and experience, with offers generally made between $196,690 -$231,400. |

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| **What you will do to contribute** |
| **Strategic Leadership*** Support the DCE Strategy and Performance to develop the strategic direction for the Enabling Services team that is aligned with the strategic objectives of SIA and SIF.
* Develop and implement the business plan and performance deliverables for Enabling Services teams which meet SIA and SIF demand.
* Support the Deputy Chief Executive Strategy and Performance with the design, implementation and ongoing development of transformational activities and programmes of work on behalf of SIA and SIF.
* Work with the Director Investment Strategy and Performance to implement frameworks and tools to support strategy development/or translation of our Strategic Intentions for adoption across SIA and SIF businesses.
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* Provide change leadership to ensure that SIA evolves in a way that enables the organisation to respond effectively and efficiently to its changing environment.
* Deputise for the DCE Strategy and Performance when required to cover the business functions of Chief Security Officer (CSO).

### Business Planning and Performance Monitoring

* Work with the Director Finance to develop a fit for purpose business planning framework and process for SIA and SIF.
* Support the DCE Strategy and Performance to plan, run and review the annual business planning process for SIA and SIF.
* Oversee the running of an effective business planning process as part of setting the strategic direction for SIA and SIA and develop workplans for each team.

### Operational Leadership

* Lead the Enabling Services team as part of the Strategy and Performance team, overseeing provision of enabling (support) functions across SIA and SIF. Enabling functions include:

» Technology

» People and Culture

» Engagement, Ministerials and Communications

» Risk, Assurance and Governance

* Work with the Managers of Enabling Services teams to implement fit for purpose shared services processes, approaches and systems to support both SIA and SIF on establishment.
* Lead the establishment of policy and practice to ensure SIA and SIF provides a safe and supportive environment for all team members.
* Oversee the team’s work programme to ensure successful development and delivery of the work

plan.

* Ensure the team performs to expectations and are respected for their advice and delivery by the rest of the Agency.
* Oversee the resource requirements of the team.

### Performance Monitoring and Accountability documentation

* Lead the development and delivery of performance standards.
* Contribute to the translation of performance objectives for groups in SIA and SIF from business plans and Strategic Intentions.
* Contribute to development of budget assumptions and forecasting based on SIA and SIF performance expectations.
* Work with the Director Finance, to implement tools and approaches to enable effective monitoring and reporting of SIA and SIF performance.
* With the Director of Investment Strategy and Performance to support the long-term growth of SIA and SIF e.g. workforce planning.

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| * Work with the Director Finance, the Engagement, Ministerials and Communications team and the PD&I team to produce accountability documents including Strategic Intentions documents and Annual Reports.

**Compliance & Governance*** Work with the Director Finance and the Manager Risk, Assurance and Governance to oversee legislative and wider compliance activity including but not limited to risk management, governance, reporting, procurement, internal review, and external audit.
* Oversee health and capability activity to help drive a collaborative culture and a high performing and engaged team aligned to the purpose and values.
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| **People Management*** Provide guidance, coaching, and development opportunities to the team, while managing recruitment and onboarding to strengthen team capabilities.
* Oversee the team’s work programme, ensuring delivery aligns with Agency goals and make

adjustments as needed.* Ensure the team meets performance expectations and is respected for their expertise and delivery, fostering a culture of accountability.
* Manage resource allocation, balancing workloads to ensure the team is equipped to meet Agency priorities efficiently.
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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.
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| **Health and safety*** Take responsibility for meeting SIA’s obligations for workplace health and safety.
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# About you – what you will bring specifically

## Qualifications

* Relevant tertiary qualification

## Experience, knowledge & skills

* Significant relevant experience leading operational teams in comparable organisations, such as a COO in a small organisation
* Strong people management experience and an ability to align performance deliverables to meet business demand
* A good understanding of the Public Sector environment
* Demonstrable ability to act as a credible leader at a strategic level
* Demonstrable experience establishing operational processes, approaches and systems to run Enabling Services and to service business needs
* Previous experience producing accountability documents
* Strong stakeholder engagement / management skills with senior leaders
* Experience in developing accountability documents and reports
* Ability to identify and appropriately manage risk
* Ability to quickly establish and build strong working relationships, including with senior managers
* Flexibility to adapt within a fast-moving environment
* Ability to assimilate new information or areas of work
* Excellent communication skills (written & oral)

## 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.
* Comfortable with ambiguity and ‘grey areas’ with the ability to navigate complex situations, adapt to change.
* Self-aware and agile – encourages feedback on own performance, can self-assess, adapts approach, shows commitment to development.
* Knowledge and understanding of Mātauranga Māori and tikanga.

## Capabilities

* Implements strategy – aligns their work with strategic objectives and SIA’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 relationships – builds internal relationships by contributing to their team, working collaboratively with others across the organisation and taking 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.