

Director Finance

# 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 Finance is accountable for supporting the Chief Executive of the Social Investment Agency (SIA) and the Executive Leadership Team (ELT) to drive investment and performance across the social sector using a social investment approach.The role does this by ensuring the Social Investment Fund (SIF) has frameworks, tools and reporting to demonstrate the Fund is undertaking investments that will improve outcomes for priority cohorts. This role will actively work with senior leaders in other central agencies to ensure barriers to social sector agencies and service providers participating in the Fund are removed, where the Fund would better serve these priority cohorts.The Director Finance brings credible investment management and performance leadership to drive key strategic outcomes on behalf of SIA and SIF. The role actively contributes to the development of SIA (including SIF) strategic plans through provision of strategic investment and performance insights. |
| Team and location | Wellington |
| Reporting to | DCE Strategy & 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. |

**What you will do to contribute**

**Strategic Financial Leadership**

* Develop and maintain an investment strategy to drive investment of the SIF to deliver outcomes for priority cohorts.
* Evaluate and monitor the Fund’s performance against the Investment Strategy. This will involve balancing the needs of SIA to grow and stabilise with the needs of the SIF to be established in a short space of time.
* Operate as an effective partner in the strategic management of SIA, applying investment management expertise and information to enable the ELT to make strategic choices and priorities.
* Support the Deputy DCE Strategy & Performance with the design, implementation, and ongoing development of transformational activities on behalf of SIA and SIF.
* Act as a credible leader, able to influence and engage with other senior leaders in central agencies, and social sector organisations to drive adoption of social investment and further SIA outcomes.
* Act as a change leader to ensure that SIA and SIF evolve in a way that enables them to respond effectively and efficiently to their changing environment.

### Investment Strategy

* Develop and maintain a fit for purpose Investment Strategy for the SIF that enables the Fund to deliver outcomes for priority cohorts.
* Ensure the Investment Strategy for the SIF is aligned with social investment principles and public sector risk tolerances.
* Define measures that will be used to assess the Fund’s performance in the short, medium, and long term.
* Provide advice on how the Investment Strategy should be adapted over time as needs change, new evidence emerges and alternative funding sources and/or contracting arrangements are identified.

### Investment Performance

* Develop and maintain an Assurance Framework that evaluates the SIF’s performance against the Investment Strategy.
* Develop reporting templates and guidance for the SIF that enable the Fund’s performance to be

evaluated against the Investment Strategy.

* Provide advice on the SIF’s performance against the Investment Strategy to Ministers, ELT and

other audiences as required.

* Develop forecasting tools that predict future performance of the SIF and provide advice on possible mitigation and monitoring actions where the SIF’s outcomes are predicted to negatively differ from those it set out to achieve.

### Facilitate a Social Investment Approach

* Work with senior leaders in central agencies, social sector agencies and social sector providers to facilitate a social investment approach.

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| * Identify barriers to social services funded by Government from using a social investment approach and work with senior leaders in other central agencies to remove these barriers.
* Work with senior leaders in other central agencies to proactively identify opportunities for central agencies to work together to facilitate and promote social investment.
* Support other SIA leaders to identify funding that could be transferred from other agencies into the SIF and the parameters proposed for each transfer.
* Provide advice to the SIF, as required, on whether services, contracts or funding sources being proposed for investment in the Fund align with the Investment Strategy and, if not, what could be done to ensure alignment.
* Review proposed performance metrics for SIF investments, as required, to ensure they meet the requirements of the Assurance Framework and provide advice on any amendments needed to ensure these requirements are met.
* Provide advice for dissemination to the social sector on learnings from the SIF with a focus on promoting adoption of the social investment approach across the sector.

**Systems, Reporting & Compliance*** Develop and maintain fit for purpose systems for SIA and SIF to measure SIF performance and capability.
* Deliver external SIF reporting against the Investment Strategy, ensuring SIA and SIF comply with all relevant legislation and regulatory requirements, including annual report.
* Develop processes which are user friendly, efficient, cost effective and utilise technology where possible.

**Projects*** Lead or participate in projects, including cross-agency projects, as required.

**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.

# About you – what you will bring specifically

## Qualifications

* Relevant Tertiary qualification

## Experience, knowledge & skills

* Proven understanding of social investment principles and their application
* Previous experience developing and implementing investment strategies
* Demonstrable experience establishing assessment frameworks, measures, and reporting
* Prior experience in leading a high performing team
* Demonstrable ability to act as a highly credible leader able to influence and effectively engage with senior leaders from a variety of other organisations
* An ability to think strategically and analytically and translate ideas and concepts into concrete actions.
* Deep technical skills and ability to distil information into reports and other formats
* Experience in developing frameworks and models to simplify complex concepts.
* Ability to identify and appropriately manage risk
* Ability to quickly establish and build strong working relationships.
* Flexibility to adapt within a fast-moving environment
* Ability to assimilate new information or areas of work
* Strong presentation skills and communication skills (written and 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.
* Financial capability – manages finances in line with SIA policies, legislation and regulation.
* 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.