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| Director System Coordination and Design |

## 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 |
| As a central agency, the Social Investment Agency has a focus on system stewardship, standard setting and investment advice. This System Performance and Investment Advice Group is ultimately responsible for delivering our central agency responsibilities and influencing the system to adopt social investment approaches. The Group works closely with Ministers to provide advice on designing the system, and on where to invest across the system to drive key outcomes. We advise on system performance, using data and evidence of what works in order to make credible recommendations about investment opportunities to Ministers.   The Director System Coordination and Design is a strategic role in the System Performance and Investment Advice Group. This role is accountable for leading the System Coordination and Design team to deliver:* **Policy advice on system design and implementation:** including advising on settings needed to support the establishment of the Social Investment Fund, advising on system barriers and settings, and how these could change to improve outcomes for people receiving social services, and advice to and on system governance and coordination
* **Strategy and governance:** establish and support Social Investment Fund Ministers and Social Investment Ministers, provide strategic advice and direction for Ministers on the Fund and the system, coordinate across agencies to support collective Ministerial decision-making, support senior leaders to participate effectively in cross-agency forums to achieve agency goals.

 This role ensures that the System Coordination and Design team operates effectively, delivering services to further the overall aims of the Social Investment Agency. The Director System Coordination and Design works with the DCE and the Director System Investment and Performance to translate strategic plans into operational deliverables for the group, manage business planning activity, and monitor budgets and policies for SIA. |
| Team and location | Wellington  |
| Reporting to | DCE System Performance and Investment Advice (SPIA) |
| Salary band | Band 21 - $201 025 - $236 500 - $283 800Starting salaries are negotiated based on relevant skills and experience, with offers generally made between $201 025 and $236 500. |

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| What you will do to contribute |
| **Strategic Leadership*** Support the DCE SPIA to develop the strategic direction for the group, ensuring it is aligned with the strategic objectives of SIA.
* Develop and implement the SPIA business plan and performance deliverables to meet demand and align with deliverables established through the programme.
* Support the DCE SPIA with the design, implementation and ongoing development of transformational activities on behalf of the group
* Support the development development/or translation of our Strategic Intentions for adoption across the business
* Provide change leadership to ensure that SIA and SIF evolve in a way that enables it to respond effectively and efficiently to its changing environment.

**Operational Leadership*** Lead the teams which make up System Coordination and Design including management of all annual people processes to support performance and delivery in this group e.g. goal setting, monitoring and managing performance, remuneration reviews etc.
* Direct the development and implementation of overarching services, processes, approaches, and systems to support delivery of SPIA
* Set effective people leadership expectations and role model behaviours across all levels.
* Oversee the team’s work programme to ensure successful development and delivery of the work plan.
* Ensure the team delivers and performs to expectations and are respected for their advice and delivery in the sector.
* Oversee the resource requirements of the team and associated budgets

**Lead and Engage the Sector*** Work closely with the DCE SPIA to undertake planned engagement activity across the sector to support key strategic relationships.
* Further the aims of SIA and the social sector through engagement with:
	+ Ministers and their offices
	+ Chief Executives and senior officials across the social sector
	+ Treasury and other central agencies

**Policy and Ministerial Advice*** Provide leadership of, and accountability for effective policy and system architecture
* Manage the development and delivery of strategic policy advice to Ministers
* Manage quality and timeliness of strategic policy advice on an ongoing basis.

**System strategy and coordination*** Lead development of system strategy, setting out a path for change and monitoring progress
* Establish mechanisms for system coordination, including supporting Social Investment Fund Ministers
* Support agency participation in cross-agency forums

**Compliance** * Work with the SPIA group 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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| **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 in public policy, economics, business, or a related field​

### Experience, knowledge & skills

* Senior leadership experience leading and managing teams in environments involving a range of diverse stakeholders.
* Significant experience in providing policy and investment advice, with a proven track record in senior advisory roles.
* Proven ability to develop and implement strategies that align with organisational goals.
* Demonstrated experience in leading complex projects.
* Proven experience working in a government context and engaging effectively with Ministers and senior Government officials.
* Extensive experience in providing advice and support to senior executives.
* Proven experience of managing complex relationships and the ability to influence and establish credibility at all levels.
* 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.
* Understanding of the role data and analytics can play in informing decisions and policy.
* Experience in fostering a culture that embraces change.

### 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.