

Director Transformation (FT)

# 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 transparent  by 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 Director Transformation (FT) is responsible for driving strategic change initiatives for SIA and SIF, ensuring successful execution of our transformation program in alignment with public sector priorities. This role holds extensive business and sector knowledge coupled with extensive programme leadership and exceptional senior-stakeholder engagement skills in order to:   * Lead processes to identify, scope and commission new transformation initiatives within their priority area. * Maintain accountability for the delivery of transformation initiatives and outcomes achieved within their priority area. * Build, maintain and lead relationships and stakeholder engagement with partner organisations, government agencies and industry bodies in relation to their priority area. * Ensure cross priority connections and interdependencies are defined and leveraged to achieve SIA and SIF intended outcomes. | |
| Team and location | Wellington Transformation Office |
| Reporting to | DCE Strategy and Performance |
| Salary band | Band 21: $196,690-$277,680  Starting 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** |
| **Programme and Project Management**   * Provide leadership and oversight on the development and implementation of an ambitious transformation that enables SIA to deliver responsive, innovative, forward thinking and effective services in line with our priorities. * Lead the development of a performance management framework. * Ensure organisational transformation is delivered effectively in a timely and professional manner.   **Leadership and Change Management**   * Work collaboratively with other senior leaders to take collective responsibility and drive forward a range of initiatives which are required to ensure changes are embedded in a sustainable way throughout SIA. |

* Set the direction and operate as a strategic leader providing leadership, direction and insight across the organisation.
* Lead key programmes of change and transformation cutting across the SIA.

### Stakeholder Management

* Develop internal and external communications and manage the SIA’s reputation externally.
* Ensure all stakeholders affected by the change are identified and consulted where appropriate and as required.
* Establish and maintain professional relationships with internal and external stakeholders with effective communication methods.
* Actively manage stakeholders' expectations by maintaining timelines for delivery.

### Planning

* Contribute to key portfolio, programme and project management standards, guidelines, process, roles and responsibilities.
* Ensure any escalations and/or contentions are managed.

### Supply & Demand

* Lead the strategic thinking on workforce issues developing effective ways of implementing modern people management strategies in organisational improvement to ensure services are supported and enabled to deliver successfully.
* Prioritise the use of resources and assets to support the delivery of SIA's transformation and operations.

### Governance, Reporting & Accountability

* Ensure SIA receives value for money from its expenditure and that benefits are realised.
* Provide a strong vision and delivery ethos for SIA's transformation, bringing innovation, creativity and forward-thinking approaches, whilst ensuring that strategies are well evidenced and evaluated.
* Champion and support delivery of the SIA's transformation programme and strategy, delivering against our priorities.

### Finance

* Accountable for tight budgetary control, demonstrating a high standard of probity.

### Best Practice/Centre of Excellence

* Provide inspirational and professional leadership to staff, demonstrating organisational values and behaviours and holding others to account.

**People Management**

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| * 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. |
| **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. |
| **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 and/or technical qualification

## Experience, knowledge & skills

* Relevant experience leading significant change or transformation programmes or activities.
* A thorough understanding of the Public Sector environment and a demonstrated understanding of policy and regulatory processes, including Government decision-making and operating procedures, is desirable *(note applicants from the private sector will need to demonstrate experience of working with, and gaining an understanding of, government agencies and the machinery of government).*
* Demonstrable ability to act as a credible leader (maybe transformation leader) by key stakeholders across the sector.
* Strong programme and project management skills and knowledge of project management disciplines and proven delivery in a public sector environment.
* An ability to think strategically and analytically and translate ideas and concepts into concrete actions.
* Strong stakeholder engagement / management skills with senior leaders.
* Effective influencing skills which will be required to drive transformation.
* 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, including with senior managers.
* Flexibility to adapt within a fast-moving environment.
* Ability to assimilate new information or areas of work.
* Excellent communication skills, and (preferably) strong facilitation skills.

## 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 area’s 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.