

# Kaitohutohu Matua - Te Whakamahere me ngā Whakatutukitanga Umanga | Principal Advisor – Planning and Reporting

## Nga mahi o te tari kāwanatanga | 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.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>)

## Mō Tatauranga Aotearoa | About Stats NZ

As New Zealand's national statistics office, Stats NZ Tatauranga Aotearoa is uniquely positioned to support the decisions that the Government, Māori and Iwi organisations, businesses, NGOs, and New Zealanders make every day. Our structure, culture, and systems are designed with collaboration and customers in mind – mobilised and working together to realise our ambition: **About Aotearoa, for Aotearoa – data that improves lives today and for generations to come.**

The increased availability of data brings data-driven innovation. Insights obtained from exploring data can lead to new and creative approaches in business, public services, and customer experience – ultimately improving the wellbeing of New Zealanders. Stats NZ Tatauranga Aotearoa, as data stewards and leaders of the data eco-system proactively protect and enhance the provision of good quality data to realise the value of data.

Stats NZ Tatauranga Aotearoa is led by the Chief Executive who is also the Government Statistician and Government Chief Data Steward.

## Te Tiriti o Waitangi

As an employee of Tatauranga Aotearoa Stats NZ and as a public servant, you are committed to upholding the spirit and essence of Te Tiriti o Waitangi. This means ensuring your work supports the provisions and principles of Te Tiriti o Waitangi, highlighting and acting on any breaches. By embracing and uplifting te reo Māori, tikanga practices and te ao Māori at work you are contributing to the Crown's commitment under the Public Service Act 2020 to engage with Māori and support the Māori-Crown relationship.



## Mō te tūnga | Role Purpose

The Principal Advisor – Planning and Reporting role reports to the Senior Manager Planning and Reporting and is responsible for leading and delivering Stats NZ's annual business planning process. This process establishes both an annual and long-term work programme to ensure alignment with the organisation's strategic priorities.

This role works closely with senior leaders, business planning leads, and their teams to develop multi-year and annual business plans, as well as underlying group plans. It also supports the organisation with planning and monitoring activities to enable the successful delivery of the Strategic System Map initiatives. This will include an updated strategy, business model, Target Operating Model, change management process, and prioritisation framework (owned and delivered by this team).

The Principal Advisor contributes to the development of organisational performance measurement as part of Stats NZ's Performance Framework, establishing robust monitoring processes.

A key aspect of the role is providing coaching to senior and advisor-level positions within the Planning and Reporting team to uplift capability and foster a high-performing team culture. Working in partnership with the other Principal Advisor, this role shares knowledge and expertise to ensure the delivery of team objectives.

Building trusted relationships and delivering through collaboration with others are critical to achieving success in this role.

Requirements of the role may change with the needs of the organisation.

Key Outcomes	Accountabilities
<p>Stats NZ has an integrated business planning framework across the enterprise that embeds and aligns organisational strategy, transformation initiatives, core functional strategies, and operational activities embodied within the Strategic System Map.</p>	<ul style="list-style-type: none"> <li>• Lead and deliver the enterprise-wide annual business planning process, ensuring seamless integration of transformation initiatives, core functional strategies, and operational activities that is aligned to the Strategic System Map.</li> <li>• Align business planning outcomes with budget and resource allocations, ensuring deliverables are within the agreed financial and resourcing levels.</li> <li>• Enhance enterprise-wide integration and alignment, ensure that business planning, performance measurement, and reporting processes are fully integrated across Stats NZ, fostering alignment between organisational priorities, transformation initiatives, and operational delivery.</li> <li>• Provide a strategic financial overview to guide prioritisation of investment decisions, resource allocation, and work planning, with a focus on understanding organisational cost drivers.</li> <li>• Work with the Executive Leadership Team (ELT) and governance committees to deliver timely and practical recommendations during the annual planning cycle and reforecasting exercises.</li> <li>• Maintain up-to-date knowledge of best practice enterprise planning and performance reporting methodology,</li> </ul>

	<p>embedding innovative and effective approaches to support organisational success.</p>
<p>Deputy Chief Executives (DCEs), Senior Leadership and their planning leads have clear roles, responsibilities, and expectations throughout the business planning process, enabling consistent and effective enterprise-wide planning.</p>	<ul style="list-style-type: none"> <li>• Foster strong relationships and trusted partnerships with DCEs, senior leaders and planning leads.</li> <li>• Actively addressing challenges, enabling successful planning outcomes by providing regular engagement, tailored advice, and collaboration with both finance and people &amp; culture business partners.</li> <li>• Lead the development and deliver clear guidance, tools, and resources to support the business planning process, ensuring these artefacts are timely, practical, and accessible.</li> <li>• Foster a shared understanding of the Strategic System Map across the organisation, working collaboratively with other corporate teams to embed its principles into planning and decision-making processes.</li> </ul>
<p>The Executive Leadership Team (ELT) and governance committees can measure organisational performance against both the annual and long-term work plans, ensuring accountability for delivery and informed decision-making.</p>	<ul style="list-style-type: none"> <li>• Develop and implement key performance metrics that enable Stats NZ to effectively measure progress against operational and strategic business plans.</li> <li>• Produce monitoring and accountability reports for ELT and governance committees, including actionable insights and recommendations to drive performance improvement and address delivery challenges.</li> <li>• Lead the re-prioritisation processes in response to changes in organisational priorities, resource availability, or external factors, ensuring alignment with the long-term work plan.</li> <li>• Support ELT in maintaining accountability by ensuring performance measurement and reporting processes are robust, transparent, and aligned with organisational objectives.</li> <li>• Support in the production of external accountability requirement documentation in relation to organisational performance reporting in the annual report and answering select committee and parliamentary questions.</li> </ul>
<p>Enhance the organisation's ability to make informed decisions by providing high-quality analysis and insights that identify trends, opportunities, and challenges within Stats NZ's strategic and operational performance.</p>	<ul style="list-style-type: none"> <li>• Develop and maintain mechanisms to evaluate performance, measuring progress against the enterprise-wide business plan, and recommending adjustments as necessary.</li> <li>• Monitor organisational capacity and capability, delivering quarterly reporting to the ELT and escalating non-delivery of critical initiatives or activities where needed.</li> <li>• Develop and maintain robust analytical frameworks and tools to evaluate the effectiveness of business plans and performance outcomes.</li> <li>• Gather, synthesize, and present data-driven insights that support evidence-based decision-making across ELT and governance committees.</li> </ul>

	<ul style="list-style-type: none"> <li>• Collaborate with teams across the organisation to identify and address gaps in data, analysis, and insights that impact planning and reporting effectiveness.</li> <li>• Proactively monitor emerging trends and best practices to continuously refine analysis methodologies and improve the organisation’s strategic foresight capabilities.</li> <li>• Support People and Culture team’s data and reporting requirements.</li> </ul>
<p>The Planning and Reporting team continuously improves its capability and effectiveness, delivering high-quality enterprise planning and reporting outcomes for Stats NZ.</p>	<ul style="list-style-type: none"> <li>• Coach and mentor senior and advisor-level team members, building functional capability and fostering a culture of continuous learning and development across the team.</li> <li>• Lead ongoing improvement initiatives to enhance Stats NZ’s enterprise planning, monitoring, and delivery management processes, ensuring they remain effective and responsive to organisational needs.</li> <li>• Maintain and apply up-to-date knowledge of best practices and emerging trends in integrated planning and performance reporting methodologies, embedding these into team practices and organisational frameworks.</li> <li>• Promote collaboration and knowledge sharing within the team to drive innovation and consistency in planning and reporting approaches.</li> </ul>
<p>Demonstrates commitment to Stats NZ Tatauranga Aotearoa policies, procedures, strategy, and related initiatives.</p>	<ul style="list-style-type: none"> <li>• Actively supports our Strategy, Mana Ōrite Relationship Agreement, Statistics Act 2022 and abides by other policies.</li> <li>• Actively supports and engages with our Diversity, Equity and Inclusion Roadmap, policy, and principles.</li> <li>• Demonstrates commitment to being a confident and capable partner of Te Tiriti o Waitangi. This includes an understanding of its relevance to your role as a public servant and the work you undertake at Stats NZ Tatauranga Aotearoa and building knowledge in te ao Māori, te reo Māori and tikanga.</li> </ul>
<p>Demonstrates as a model public servant committed to initiatives and values outlined in the Public Service Act 2020 and any subsequent adaptations.</p>	<ul style="list-style-type: none"> <li>• Support and promote initiatives from Te Kawa Mataaho Public Service Commission, including Papa Pounamu and Kia Toipoto.</li> <li>• Develop and maintain cultural capability to positively contribute to Māori Crown Relations initiatives, and provisions and principles of Te Tiriti o Waitangi.</li> <li>• Adhere to Ngā uara o Te Ratonga Tūmatanui Public Service values as per section 16 of the Public Service Act 2020: <ul style="list-style-type: none"> <li>○ Impartial – treating people fairly without personal favour or bias.</li> <li>○ Accountable – taking responsibility and answering for work, actions, and decisions.</li> <li>○ Trustworthy acting with integrity and being open and transparent.</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>○ Respectful – treating all people with dignity and compassion, acting with humility.</li> <li>○ Responsive – understanding and meeting people’s needs and aspirations.</li> </ul>
Demonstrated commitment to Health, Safety and Wellbeing while at work.	<ul style="list-style-type: none"> <li>● Take personal responsibility for your own health safety and wellbeing.</li> <li>● Ensure your actions or lack of action do not adversely affect the health and safety of others.</li> <li>● Report any incidents, near misses or any other concerns relating to health safety and wellbeing.</li> <li>● Make all efforts to comply with Tatauranga Aotearoa Stats NZ Health Safety and Wellbeing policies and processes to ensure the organisation is compliant with the current Health and Safety Act or regulations.</li> </ul>

## Ngā āhuatanga e hiahiatia ana e mātou | Person specification

<p><b>Core requirements</b></p> <ul style="list-style-type: none"> <li>● Education and Experience: <ul style="list-style-type: none"> <li>A relevant tertiary qualification or equivalent professional experience.</li> <li>At least 10 years of experience in business planning, performance measurement, and delivering innovative and practical solutions.</li> </ul> </li> <li>● Technical Expertise: <ul style="list-style-type: none"> <li>Strong working knowledge of best-practice business planning, performance measurement tools, techniques, and evaluation methodologies.</li> <li>Proven ability to identify and implement opportunities for process improvement, ensuring ongoing refinement and optimization of planning and reporting practices.</li> <li>Proficient in advanced Microsoft Office tools (Excel, PowerPoint) and online collaboration tools.</li> </ul> </li> <li>● Agile thinking and working. <ul style="list-style-type: none"> <li>Demonstrated ability to apply agile principles and methodologies to planning, reporting, and delivery, ensuring flexibility and adaptability in response to evolving priorities.</li> <li>A track record of fostering innovation through iterative problem-solving and a collaborative, user-focused approach.</li> </ul> </li> <li>● Communication and Collaboration: <ul style="list-style-type: none"> <li>Exceptional written, verbal, and presentation skills, capable of translating complex data into clear, compelling narratives for diverse audiences.</li> <li>Proven success in facilitation and coaching to deliver collaborative and inclusive outcomes.</li> <li>Strong ability to engage, collaborate, and influence stakeholders at all levels of the organization.</li> </ul> </li> <li>● Cultural Competence:</li> </ul>
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Knowledge of Te Tiriti o Waitangi and its relevance to public service roles, with a commitment to meeting the information needs of Māori.

Competency or willingness to develop fluency in te reo Māori, supporting the Government's 2040 goal of 85% of its workforce speaking te reo Māori.

Demonstrated understanding of tikanga Māori and mātauranga Māori, with experience integrating these into work practices or a willingness to learn.

- **Public Sector Knowledge:**

A good understanding of the machinery of government and public sector governance obligations in New Zealand.

- **Technology and Office Tools:**

Proficiency with everyday office tools, including laptops/tablets, Microsoft Office Suite (Outlook, Word, Excel), and digital communication platforms.

### **Desirable**

- Experience collaborating with Māori, iwi, hapū, and other Tiriti partners, and implementing Tiriti-centred approaches and partnering models.
- Understanding of Māori culture, social structures, and mātauranga Māori, with practical application of tikanga in workplace settings.
- Experience working within the public sector or with government agencies, including adherence to information and data governance standards and protocols.
- Knowledge of performance monitoring systems and frameworks specific to public sector organizations.
- Familiarity with Stats NZ Tatauranga Aotearoa's data governance standards, protocols, and tools



## Planning and Reporting | Tari Kopaki Hinonga

**Planning and Reporting** is a key part of the **Prioritisation, Resources, and Delivery Business Group**, which also includes **Finance, Strategy**, and the **Enterprise Portfolio Office**. The team plays a critical role in ensuring that enterprise activities are aligned and coordinated, enabling effective management, monitoring, and a clear understanding of how we are progressing towards achieving our strategic priorities.

