

Senior Advisor – Group Planning & Reporting | Kaitohutohu Matua

Working in the Public Service | Nga mahi o te tari kāwanatanga

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>)

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa. i āiane, 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 hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

About Stats NZ | Mō Tatauranga Aotearoa

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.

Role Purpose | Mō te tūnga

As Senior Advisor – Group Planning and Reporting you will be working closely with the various corporate teams across the organisation and technical leaders across Insights & Statistics to ensure that Insights & Statistics supports the various organisational business planning, risk assurance and performance processes and external reporting. Your role will include coaching and mentoring more junior staff within the team and building planning and reporting capability across the Insights & Statistics group.

This role will report to the Unit Manager of Group Planning and Support, in the Insights & Statistics Group. Other functions within the team include:

- providing administrative and secretariat support to Insights and Statistics
- developing, supporting, and monitoring the implementation of policies and guidelines
- driving the ongoing delivery of the Products and Services Knowledge Base, and
- facilitating the delivery of capability development and training services to Insights and Statistics.

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

Outcomes	Actions
Lead the group’s planning and risk management functions.	<ul style="list-style-type: none"> • Collaborative develop and implement an overall planning framework that provides guidance, principles, standards, and best practices across Insights and Statistics. • Lead the group business planning process and ensure robust discussion around alignment with the relevant organisational strategies and frameworks. • Run quality detailed planning and risk identification and management sessions with stakeholders. • Identify and provide advice on emerging strategic and operational issues and policies in the group, ensuring the I&S leadership team is appropriately briefed. • Identify impending risks that may compromise the Group’s achievement of its outcomes and initiate steps in consultation with group leadership to mitigate or reduce risks. • Provide direction, guidance and feedback on strategic and discussion papers generated from within the group to go before the ELT or other key governance forums.
Monitor group performance.	<ul style="list-style-type: none"> • Monitor, review, and report on the strategic and business plans of the group and the group’s financial and non-financial performance. • Highlight areas where things are going well and also those where we need to do things differently. • Ensure that the group meets corporate reporting requirements.

<p>Provide leadership, coaching and mentoring to develop planning and reporting capability across the group</p>	<ul style="list-style-type: none"> • Building and cultivating a planning and reporting culture across insights and Statistics. • Contribute to the collective leadership of your unit and group. • Identify and develop the essential skills, knowledge and behaviours required for the group to be effective. • Foster a high level of functional and technical expertise within the group and unit. • Provide coaching, mentoring, training and support across the group and unit as required.
<p>Support your Group's strategic direction.</p>	<ul style="list-style-type: none"> • Facilitate a robust understanding of the business and strategic direction of Stats NZ within the Insights and Statistics group. • Actively seek out opportunities to influence and shape the content of strategy at organisation and Group level. • Set and communicate the direction for your team. • Lead the implementation of strategies within the group and unit. • Scope, plan and drive change within your unit and group.
<p>Develop effective relationships</p>	<ul style="list-style-type: none"> • Internally engage, consult on and communicate team priorities. • Develop and maintain a current understanding of the priorities and objectives of other teams. • Build and maintain effective relationships with key stakeholders • Establish and maintain a network of relevant peers to enable interchange of new information and practices. • Being responsive to customers and stakeholders and their planning and reporting needs
<p>Demonstrates commitment to Stats NZ Tauranga Aotearoa policies, procedures, strategy, and related initiatives.</p>	<ul style="list-style-type: none"> • Actively supports our Strategy, Mana Ōrite Relationship Agreement, Statistics Act 2022 and abides by other policies. • Actively supports and engages with our Diversity, Equity and Inclusion Roadmap, policy, and principles. • Actively demonstrates The Way We Work principles which speak to what we care about, how we do things and what is needed for all our people to be successful in our organisation. • 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 Tauranga Aotearoa and building knowledge in te ao Māori, te reo Māori and tikanga.

<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"> • Support and promote initiatives from Te Kawa Mataaho Public Service Commission, including Papa Pounamu and Kia Toipoto. • Develop and maintain cultural capability to positively contribute to Māori Crown Relations initiatives, and provisions and principles of Te Tiriti o Waitangi. • 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"> ○ Impartial – treating people fairly without personal favour or bias. ○ Accountable – taking responsibility and answering for work, actions, and decisions. ○ Trustworthy acting with integrity and being open and transparent. ○ Respectful – treating all people with dignity and compassion, acting with humility. • Responsive – understanding and meeting people’s needs and aspirations.
<p>Demonstrated commitment to Health, Safety and Wellbeing while at work.</p>	<ul style="list-style-type: none"> • Take personal responsibility for your own health safety and wellbeing. • Ensure your actions or lack of action do not adversely affect the health and safety of others. • Report any incidents, near misses or any other concerns relating to health safety and wellbeing. • 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.

Ngā āhuatanga e hiahiatia ana e mātou | Person specification

Core requirements

- A tertiary qualification related to business or commerce or related field appropriate to business strategy and planning.
- 5 years' experience in strategic and business planning and performance monitoring in a medium to large organisation.
- 5 years' experience in coaching, mentoring and delivering through others.
- Significant experience in business models, key performance indicators, business planning frameworks and metrics.
- Ability to read and interpret financial reports. A good understanding of risk assessment and mitigation.
- Excellent written and oral communication skills.
- Understands Te Tiriti o Waitangi relevance to own role as a public servant and seeks opportunities to better meet the information needs of Māori.
- Upholds our proud history of operating with integrity, and being fair, impartial, responsible, and trustworthy in everything we do.

Desirable

- A broad knowledge of the machinery of government and working in the public sector would be an advantage.