

## Accountability Advisor

<b>Reports To:</b>	Accountability Manager
<b>Location:</b>	Wellington
<b>Direct Reports:</b>	Nil
<b>Tenure:</b>	Permanent Full-Time
<b>Last reviewed</b>	May 2016

### Organisational Statement

Education New Zealand's purpose is to take New Zealand's education experiences to the world for enduring economic, social and cultural benefits.

Education New Zealand (ENZ) aims to help our industry achieve growth through our research and marketing programmes, collaboration with our international education partners, our involvement in student recruitment and business development initiatives.

### Purpose

The Stakeholders, Communications and Intelligence (SCI) team is diverse in its roles and responsibilities. It has a range of internal and external stakeholders and coordinates its efforts to inform, persuade and influence those stakeholders in order to assist in achieving ENZ's purpose.

The role of the Accountability Advisor is to:

- Assist in the delivery of support services to the Board and Stakeholder Advisory Committee (SAC), Minister and Leadership team to help ensure those groups have the information and material needed.
- Support the provision of accurate, high quality and timely responses to ministerials, parliamentary questions and Official Information Act requests.
- Contribute to ENZ's planning and reporting obligations.

### Relationship Management

The position maintains close and effective working relationships with:

<b>Internal</b>	<ul style="list-style-type: none"> <li>• Direct accountability to Accountability Manager</li> <li>• General Manager Stakeholders, Communications and Intelligence</li> <li>• Education New Zealand's Board and Stakeholder Advisory Committee</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Liaise with and maintain effective and relevant working relationships with entities including: <ul style="list-style-type: none"> <li>○ Government Agencies</li> <li>○ Crown monitoring entities</li> <li>○ Education sector and other stakeholders.</li> </ul> </li> </ul>



## Key accountabilities for this position

In this position you will be responsible for delivering on the following key accountabilities:

<b>Board and SAC Governance</b>	<ul style="list-style-type: none"> <li>• Help to ensure the Board and Stakeholder Advisory Committee (SAC) are equipped with the information, services and schedule they need in order to most effectively deliver their governance and advisory roles.</li> <li>• Help support the SCI team to ensure strong coordination and alignment of the Board and SAC activities with the needs of the Minister and the organisation's statutory and Parliamentary reporting requirements.</li> </ul>
<b>Planning and Reporting</b>	<ul style="list-style-type: none"> <li>• Contribute to the delivery of ENZ's accountability documents including the Statement of Intent (SOI), Statement of Performance Expectations (SPE) and Annual Report.</li> <li>• Assist in monitoring ENZ's performance against ENZ's strategy, SOI and SPE to ensure all external and internal reporting and management information needs are met.</li> <li>• Assist in the coordination of the collation of accurate, timely management information in line with management, Board and external reporting requirements.</li> <li>• Provide support to the Accountability Manager on the annual planning process.</li> </ul>
<b>Ministerial Support and Advice</b>	<ul style="list-style-type: none"> <li>• Draft allocated ministerial responses, briefing papers and responses to parliamentary questions for Ministers in a timely manner. This includes:             <ul style="list-style-type: none"> <li>○ ensuring the right people have contributed to, written and signed off responses</li> <li>○ ensuring the response process is completed within deadlines and process performance targets</li> <li>○ identifying opportunities to improve the process.</li> </ul> </li> <li>• Contribute to the maintenance of the database of communication with the Minister, Ministerial and Cabinet decisions relevant to ENZ.</li> <li>• Collate feedback and input on other agencies draft reports and briefings.</li> </ul>
<b>General Support</b>	<ul style="list-style-type: none"> <li>• Contribute to the creation of reports and papers for the Leadership Team and/or the Board, SAC and cross-agency meetings as directed.</li> <li>• Work with other SCI teams as directed, providing support across a range of issues.</li> <li>• Assist with the delivery of the team's overall goals.</li> </ul>
<b>Professional Behaviour</b>	<ul style="list-style-type: none"> <li>• Work collaboratively as part of ENZ. This requires the incumbent to be decisive, take initiative and explore options but to also accept collective responsibility for decisions made.</li> </ul>

	<ul style="list-style-type: none"> <li>• Lead and model the ENZ “Ways of Working” (WOW) with the rest of the organisation.</li> <li>• Promote the purpose, WOWs, beliefs of ENZ including good employer principles and practices and high standards of integrity, trust and behaviour in all operations of the business.</li> <li>• Create and maintain corporate information to high standards to ensure we can meet our reporting obligations.</li> </ul>
<b>Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Take reasonable care for his or her own health and safety.</li> <li>• Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other people.</li> <li>• Comply, so far as reasonably able, with any reasonable instruction that is given to them by ENZ to allow ENZ to comply with the law.</li> <li>• Cooperate with any reasonable policy or procedure of ENZ relating to health or safety in the workplace that has been notified to staff.</li> </ul>

### To be successful in this position

For this position ENZ will recruit talented people who can demonstrate they have the following attributes:

- A tertiary qualification in a relevant discipline
- Understanding of the workings of the New Zealand government including ministerial and parliamentary processes
- Experienced in the drafting of high quality reports, papers and presentations
- Understanding of international markets, global trends and economics
- Good understanding of outcome measurement, assessment and evaluation
- Good interpersonal and relationship management skills with a collaborative style of engagement, an ability to work across different cultural environments, manage divergent interests and anticipate and manage conflict
- A flexible and creative approach to problem solving, good judgement and a proactive, positive “can do” attitude
- Excellent communication skills, both oral and written
- Strong team skills.

### Role competencies

For this position ENZ will recruit talented people who can demonstrate they have the following competencies:

<b>Business Acumen</b>	Knows how businesses work; knowledgeable in current and possible future policies, practices, trends, technology, and information affecting his/her business and organisation; knows the competition; is aware of how strategies and tactics work in the marketplace.
<b>Global Business Knowledge</b>	Understands business on a global scale; understands what works in many countries; understands what’s different from country to country; understands global differences in customers; knows how capital flow operates internationally; understands that different laws and regulations



	govern global business; is learning agile; understands that different approaches work in different places.
<b>Cross-Cultural Agility</b>	Knows how to work the local culture; is not afraid of committing to a course of action to get started; has the courage of his/her convictions; understands the need for flexibility; won't let unresolved issues drift; engages in-country locals in dialogue about how to get things done; is willing to start something and make adjustments along the way; is not afraid to try something never done before; will advocate with the home office for a locally driven initiative.
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
<b>Innovation Management</b>	Is good at bringing the creative ideas of others to market; has good judgement about which creative ideas and suggestions will work; has a sense about managing the creative process of others; can facilitate effective brainstorming; can project how potential ideas may play out in the marketplace.
<b>Motivating Others</b>	Creates a climate in which people want to do their best; can motivate many kinds of direct reports and team or project members; can assess each person's hot button and use it to get the best out of him/her; empowers others; seeks input from peers and shares ownership and visibility; makes each individual feel his/her work is important; is someone people like working for and with.
<b>Peer Relationships</b>	Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.