

Advisor – Government Stakeholders

Reports To:	Engagement Manager
Location:	Wellington
Direct Reports:	Nil
Tenure:	Permanent Full-Time
Last reviewed	November 2017

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.

Stakeholders and Communications

This Group develops and delivers key advice and support to our Minister and government agencies and leads and drives the interagency work programme focused on policy development and alignment to support the NZ international education industry. The Group is responsible for developing ideas and influencing key policy settings across relevant NZ Inc agencies as well as leveraging these relationships for the benefit of ENZ and the NZ international education industry.

The Group manages the communications function for Education New Zealand and relationships with our government customers (our Minister and other government agencies). This Group also leads and drives the communication strategy for ENZ including the "Telling the Story" initiatives.

A key role of this Group is to deliver all accountability documents and to ensure ENZ meets its accountability obligations.

The Group contributes to the support and management of the ENZ Board. This includes the provision of administrative services.

Purpose

ENZ has numerous stakeholder relationships, particularly across government agencies and within our governance arrangements.

The Advisor – Government Stakeholders is responsible for assisting the Engagement Manager to lead engagement with ENZ's key stakeholders, particularly with Government agencies to support the delivery of ENZ's strategic priorities.



Relationship Management

The position maintains close and effective working relationships with:

Internal	<ul style="list-style-type: none"> • Engagement Manager • General Manager Stakeholders and Communications • Stakeholders and Communications team • Other teams across the organisation
External	<ul style="list-style-type: none"> • Liaise with and maintain effective and relevant working relationships with entities including: <ul style="list-style-type: none"> ○ Government Agencies ○ Crown monitoring entities ○ Education sector and other stakeholders.

Key accountabilities for this position

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

Stakeholder Engagement	<ul style="list-style-type: none"> • Support the Engagement Manager in ensuring that: <ul style="list-style-type: none"> ○ Engagement with New Zealand government agencies and other stakeholders is constructive and coordinated ○ Information and advice provided is accurate, timely, relevant and high quality ○ Engagement both informs and contributes to the advancement of ENZ's strategy and international education in New Zealand • Contribute to the creation of reports and papers for the Leadership Team and cross-agency meetings as directed. • Engage with ENZ colleagues to support appropriate, constructive, influential engagement between ENZ and the New Zealand government agencies and other stakeholders. • Represent ENZ at meetings with key government stakeholders where required. • Support the identification of Government policy and legislation with implications for ENZ and ensuring the relevant colleagues, the Leadership Team and Board are informed and have sufficient, timely information to assess and respond. • Collate feedback and input on other agencies' draft reports and briefings
Planning and Reporting	<ul style="list-style-type: none"> • Contribute to the delivery of ENZ's accountability documents including the Statement of Intent (SOI), Statement of Performance Expectations (SPE) and Annual Report. • 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.

General Support	<ul style="list-style-type: none"> • Coordinate the collation of accurate, timely information in line with management, Board and external reporting requirements • Work with other SCI teams as directed, providing support across a range of issues. • Assist with the delivery of the team's overall goals.
Professional Behaviour	<ul style="list-style-type: none"> • 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. • Lead and model the ENZ "Ways of Working" (WOW) with the rest of the organisation. • 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. • Create and maintain corporate information to high standards to ensure we can meet our reporting obligations.
Safety and Wellbeing	<ul style="list-style-type: none"> • Take reasonable care for his or her own health and safety. • Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other people. • 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. • Cooperate with any reasonable policy or procedure of ENZ relating to health or safety in the workplace that has been notified to staff.

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
- Strong analytical skills and experience
- Excellent communication skills, both oral and written
- 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
- An ability to manage workflow, including prioritisation of tasks
- A flexible and creative approach to problem solving, good judgement and a proactive, positive "can do" attitude
- Strong team skills.

Role competencies

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



Business Acumen	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.
Customer Focus	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.
Cross-Cultural Agility	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.
Integrity and Trust	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.
Innovation Management	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.
Motivating Others	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.
Peer Relationships	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.