



## Senior Advisor Governance and Ministerials

<b>Reports To:</b>	<b>Accountability Manager</b>
<b>Location:</b>	Wellington
<b>Direct Reports:</b>	Nil
<b>Budget Responsibility:</b>	Nil
<b>Last Reviewed:</b>	September 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 Board is a key part of ENZ's governance arrangements, along with the Minister. In addition, Parliament, through the select committee process, scrutinizes ENZ's strategy and performance. The Senior Advisor Governance and Ministerials supports these functions through high quality advice, services and responses.

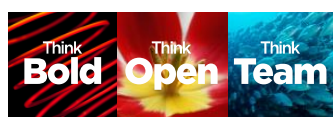
The role of the Senior Advisor Governance and Ministerials is to

- Manage and oversee the delivery of support services to the Board and Stakeholder Advisory Committee (SAC), ensuring those groups have the information and material needed
- Ensure ENZ provides accurate, high quality and timely briefings and responses to ministerials, parliamentary questions and Official Information Act requests.

### 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>• Stakeholders, Communications and Intelligence (SCI) team</li> <li>• Chief Executive</li> <li>• Senior Leadership Team</li> <li>• ENZ's Board and Stakeholder Advisory Committee Board Chair</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>○ Minister's office</li> <li>○ Government Agencies as required</li> </ul> </li> </ul>

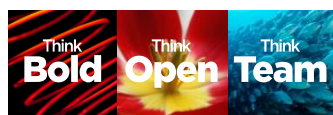




## Key accountabilities for this position

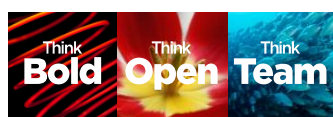
In this position you will be responsible for delivering on the following key accountabilities:

<b>Board and SAC Governance</b>	<ul style="list-style-type: none"> <li>• Ensure the Board and SAC are equipped with the information, services and schedule they need in order to most effectively deliver their governance and advisory roles</li> <li>• Deliver a planned, sequenced coherent set of materials for the Board and SAC to consider</li> <li>• Help ensure that the Chief Executive and Leadership team of ENZ are able to engage as effectively as possible with the Board and SAC</li> <li>• Help ensure that the Board and SAC's decisions and advice make the optimum contribution to ENZ's planning and performance</li> <li>• Manage all aspects of the agendas of the Board and SAC to ensure they are best equipped to fulfil their governance and advisory roles</li> <li>• Work with the SCI team to ensure strong coordination and alignment of the Board and SAC's activities with the needs of the Minister, and the organisation's statutory and Parliamentary reporting requirements</li> <li>• Liaise with the Leadership Team and their staff to ensure strong alignment between the Board and SAC's agendas and timeframes with business demands and milestones</li> <li>• Work with the CE's Executive Assistant in providing logistic support to the Board and SAC</li> <li>• Coordinate the Chair's monthly meeting with the Minister.</li> </ul>
<b>Stakeholder engagement</b>	<ul style="list-style-type: none"> <li>• Contribute to the creation of reports and papers for the Leadership Team and cross-agency meetings as directed</li> <li>• Work with other SCI teams, as directed, providing support across a range of issues</li> <li>• Engage with ENZ colleagues to support appropriate, constructive, influential engagement between ENZ and the New Zealand government agencies and other stakeholders.</li> <li>• Providing support to the Engagement Manager to ensure that:             <ul style="list-style-type: none"> <li>○ Engagement with New Zealand government agencies and other stakeholders is constructive and coordinated</li> <li>○ Information and advice provided is accurate, timely, relevant and high quality</li> <li>○ Engagement both informs and contributes to the advancement of ENZ's strategy</li> </ul> </li> <li>• Support in 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.</li> </ul>





	<ul style="list-style-type: none"> <li>Working with ENZ's key government partners and stakeholders in support of advancing international education in New Zealand.</li> </ul>
<b>Ministerial Support and Advice</b>	<ul style="list-style-type: none"> <li>Draft 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>Work with Accountability Manager to ensure planned, timely and high-quality delivery of planning, reporting and ministerials services</li> <li>Coordinate the collation of accurate, timely management information in line with management, Board and external reporting requirements</li> <li>Provide advice to the Accountability Manager on the annual planning process</li> <li>Maintain the database of communication with the Minister, Ministerial and Cabinet decisions relevant to ENZ</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> <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

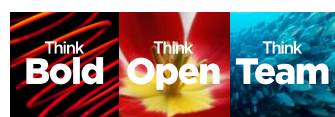
For this position ENZ will recruit talented people who can demonstrate they have the following attributes:

- A tertiary qualification in a relevant discipline
- 3 - 4 years' experience in a senior role
- Understanding of the workings of the New Zealand government including ministerial and parliamentary processes
- Understanding and experience of governance functions
- Strong interpersonal and relationship management skills with a collaborative style of engagement, an ability to work across different cultural environments and manage divergent interests and anticipate and manage conflict
- Understanding of Education New Zealand's strategy and its role within the New Zealand government to credibly engage in discussion, provide high value, relevant advice and input, effectively represent Education New Zealand's priorities and value and influence the outcome
- Strong strategic thinking, including facilitation and development of strategies and use of analytics and intelligence to inform strategy development and problem solving
- Strong analytical skills and experience
- Good understanding of outcome measurement, assessment and evaluation
- A flexible and creative approach to problem solving, good judgement and a proactive, positive "can do" attitude
- Excellent communication skills, both oral and written.

## 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; 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.
<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; empowers others; invites input from each person 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.

