**Senior Advisor - Stakeholders and Governance**

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| **Reports To:** | **Engagement Manager**  ***Indirect report line to Accountability Manager*** |
| **Location:** | Wellington |
| **Direct Reports:** | Nil |
| **Budget Responsibility:** | Nil |
| **Last Reviewed:** | September 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 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 – Stakeholders and Governance is responsible for supporting the engagement with government agencies, and for enabling Board effectiveness through proactive management, problem solving, relationship management, and delivery of expert guidance and advice.

# Relationship Management

The position maintains close and effective working relationships with:

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| **Internal** | * Direct accountability to Engagement Manager * Accountability Manager and team * Stakeholders, Communications (SC) team * Chief Executive * Senior Leadership Team * ENZ’s Board * Board Chair |
| **External** | * Liaise with and maintain effective and relevant working relationships with entities including:   + Minister’s office   + Government Agencies as required |

# Key accountabilities for this position

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

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| **Stakeholder engagement** | * Support the Engagement Manager in ensuring that:   + 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. |
| **Board Governance** | * Ensure the Board’s work programme is aligned with ENZ’s strategic priorities, the needs of the Minister and ENZ’s statutory and Parliamentary reporting requirements. * Provide expert advice to the Leadership Team and their staff to ensure strong alignment between the Board agendas and timeframes with business demands and milestones. * Manage all aspects of the Board agendas to ensure the smooth running of the Board. * Be a conduit for communication with Board members and provide liaison services for the Board and the organisation. * Schedule all Board meetings in a timely manner in close discussion with the CE and Board Chair. * Manage the process for the preparation, presentation, collation and distribution of Board papers within deadlines, liaising with managers and external parties involved and ensuring Board members receive papers which meet the required standards. * Manage the Board’s budget. * Ensure that all actions, policies, resolutions and delegations approved are duly noted and followed up. * Ensure that all compliance and legislative requirements are met. * Research information and prepare reports and correspondence as required by the Chair and Board. * Monitor Board practice and provide advice to Chair on operations. * Help ensure that the Chief Executive (CE) and Leadership team of ENZ are able to engage as effectively as possible with the Board. |
| **General Support** | * Assist the Accountability team with the preparation of ministerial responses, briefing papers and responses to parliamentary questions for Ministers in a timely manner as directed. * Assist the Accountability team to ensure planned, timely and high-quality delivery of planning, reporting and ministerials services as directed. * Coordinate the collation of accurate, timely information in line with management, Board and external reporting requirements. * Assist with the delivery of the team’s overall goals. |
| **Professional Behaviour** | * 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** | * 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 the Senior Advisor Stakeholders and Governance needs to demonstrate the following:

* 3 - 4 years’ experience in a senior advisor role, ideally education or public sector
* Sound experience operating in a policy role/environment with the ability to determine impacts, risks, and practical application
* Understanding and experience of governance functions, including demonstrated knowledge of public sector administrative processes and structures
* Strong strategic thinking, including facilitation and development of strategies and use of analytics and intelligence to inform strategy development
* Experience in minute-taking at a Board level.
* Managing budgets
* Excellent communication skills, both oral and written.
* 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
* Proven ability to influence with sound rationale, including the ability to be assertive
* 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, and effectively represent Education New Zealand’s priorities
* Strong analytical skills and experience
* A tertiary degree in a relevant discipline (such as management, business or policy)
* A flexible and creative approach to problem solving, good judgement and a proactive, positive “can do” attitude

# Our Ways of Working

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|  | Be rich in ideas and confident in the team’s ability to turn them in to realities. Be courageous. Constantly challenge what’s gone before and help shape what’s coming. |
|  | Get involved. Be inclusive. Respect opinions, relish feedback. Listen, really listen. Discuss. Understand. Refine. You are restricted by the limitations of what you know. But, with an open mind, those restrictions disappear. |

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|  | **Know that we are amongst the most knowledgeable, passionate and innovative people in our industry. Each of us is talented. But together, we are world class. It’s through our individual actions that we’ll find success together.** |

# Role competencies

The Senior Advisor Stakeholders and Governance should demonstrate the following competencies:

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| **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. |
| **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. |
| **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. |
| **Global Business Knowledge**  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 flows and operates internationally; understands that different laws and regulations govern global business; is learning agile; understands that different approaches work in different places. |
| **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. |
| **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. |
| **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; 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. |
| **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. |