



Manager, Business Intelligence and Planning

Kaiwhakahaere, Mōhiotanga Pakihi me ngā Mahi Whakamāherehere

Policy Group, Policy, Regulation and Communities Branch

The Department's Policy Group is the primary provider of policy advice services and leadership in a large, complex and multi-portfolio operational department that also has system leadership responsibilities. The Policy Group develops and delivers policy advice to both Ministers and department branches across the Internal Affairs, Local Government, Community and Voluntary Sector, and Racing portfolios. The Policy Group also delivers mandated operational and ministerial services.

The Manager, Business Intelligence and Planning has leadership responsibility for the systems and processes that support the desired 'way of working' in the Policy Group. The Manager is accountable for developing 'fit for purpose' tools, business systems, processes and operating policies for the Policy Group, and for ensuring their consistent and effective implementation across the Policy Group.

The Manager, Business Intelligence and Planning will work closely with the Policy Group Directors and Managers to ensure the effective and efficient use of the Policy Group's staff resources against an agreed Policy Group-wide work programme.

- **Reporting to:** General Manager, Policy
- **Location:** Wellington
- **Salary range:** Policy band J

What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p>Strategic Leadership</p> <ul style="list-style-type: none"> • Contribute to the executive leadership of the Policy Group (PG) through membership of the Policy Group Leadership Team and the Policy Group Management Team • Provide thought leadership, strategic advice and support to the General Manager, Policy in ensuring the strategic alignment of the Policy Group work programme to the Department's Priorities and Focus Areas • Risk management: identify issues, develop risk mitigation strategies and inform the General Manager Policy as appropriate 	<ul style="list-style-type: none"> • The direction of the Policy Group is clearly aligned to Departmental Priorities and Focus Areas and is future focused • Policy Group staff report that managers work together as a cohesive and constructive team
<p>Strategic Planning</p> <ul style="list-style-type: none"> • Lead and contribute to annual strategic and business planning and reporting processes for the Policy Group and PRC Branch, using management data analysis to support planning and reporting • Provide strategic advice and support to the General Manager, Policy on the effective deployment of Policy Group resources (financial and people capability) 	<ul style="list-style-type: none"> • The Policy Group is responsive to changes in priorities and can efficiently redirect resources to support changes in priorities • Workflows and workloads are forecasted and actively managed • Business information and intelligence is used to inform Policy Group planning

What you will do to contribute	As a result we will see
<p>Functional Leadership</p> <ul style="list-style-type: none"> • Oversight of the Policy Group’s overall planning and reporting systems • Oversight of the Policy Group’s business intelligence and information management function • Oversight of the Policy Group’s administrative support function 	<ul style="list-style-type: none"> • The Department’s policy advice is informed by available business data and information • Policy Group staff report feeling well supported to carry out their work tasks • The Policy Group meets all of its external and internal reporting requirements
<p>Operational Leadership</p> <ul style="list-style-type: none"> • Ownership of the business systems and processes that govern the planning and reporting against, and resourcing of, the Policy Group-wide work programme • Support the operation of an enterprise-wide Governance Group which regularly considers the content of the Policy Work Programme • Ensure the Policy Group meets its external accountability requirements and enterprise-wide planning and reporting processes • Comply with the Department’s corporate policies and processes • Lead the effective implementation of ‘fit for purpose’ tools, business systems and processes in the Policy Group • Ensure the effective and timely use of management information and business intelligence to inform Policy Group planning • Ensure the timely use of available business data and information to strengthen the quality of the Department’s policy advice • Assist the General Manager, Policy in monitoring the Policy Group’s overall budget position and staffing establishment, including monthly reviews and forecasting resource needs as required • Contribute to the promotion and effective implementation of changes to policies and procedures for the benefit of the Department and Policy Group 	<ul style="list-style-type: none"> • The Policy Group meets all of its reporting requirements to ELT and to the Treasury • The Policy Group has a strong cultural commitment to the use of enterprise-wide systems and processes • A Policy Work Programme that reflects enterprise-wide input into its content and priorities • Policy Group tools, systems and processes model known best practice and are regularly reviewed for ‘fitness for purpose’ • The Department’s policy advice is informed by available business data and information

What you will do to contribute	As a result we will see
<p>Stakeholder Engagement</p> <ul style="list-style-type: none"> • Develop and maintain effective working relationships with the Policy Group Leadership Team to maintain trusted advisor status • Develop and maintain effective relationships with Policy Group Directors and Managers • Develop and maintain effective relationships and networks in the PRC Branch and Department, and with external reporting agencies (e.g., Treasury and Audit New Zealand) • Develop and maintain productive relationships with nominated representatives to enable the effective operation of the Policy Work Programme Governance Group • Work closely with the Policy Group Leadership Team, Policy Group Management Team and staff to identify, develop and implement capability development and systems and process initiatives • Manage the Policy Group’s interface between the PRC Branch and the Strategy & Governance Branch peers responsible for planning and reporting, external agencies responsible for planning and reporting, and independent evaluators 	<ul style="list-style-type: none"> • The Policy Group has a documented map of its key stakeholders • The Policy Work Programme is up-to-date and reflects enterprise-wide input into its content and priorities • The Policy Work Programme is up-to-date and is used by Policy Managers • A programme of system and process improvements that reflect Policy Group-wide input • The Policy Group is viewed as responsive to Department planning and reporting requirements
<p>People Leadership and Management</p> <ul style="list-style-type: none"> • Establish, build and maintain effective working relationships with the Policy Group Management Team • Ensure the Business Intelligence and Planning team has the resources it needs and remove any impediments to the team in a timely manner • Ensure that the team has people to meet current and future requirements through supporting effective recruitment, development, succession planning and retention • Identify capability training and development requirements, ensuring staff knowledge and skills are appropriate to their roles 	<ul style="list-style-type: none"> • Behaviour as a people leader in line with the DIA Capability Framework • Leadership and management of staff within the Business Intelligence and Planning Team meets the Department’s expectations

What you will do to contribute	As a result we will see
<p>Relationship Management</p> <ul style="list-style-type: none"> • Develop and maintain effective working relationships with the Policy Group Leadership Team to maintain trusted advisor status • Build highly effective relationships and maintain effective lines of communication within the Policy Group, the wider Branch and Department and with external agencies • Work closely with the Policy Group Leadership Team, Policy Group Management Team and staff to identify, develop and implement capability development and systems and process initiatives 	<ul style="list-style-type: none"> • Behaviour as a people leader in line with the DIA Capability Framework • Leadership and management of staff within the Business Intelligence and Planning Team meets the Department's expectations
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm • Report all incidents and hazards promptly • Know what to do in the event of an emergency • Cooperate in implementing return to work plans <p>Health and safety (for team)</p> <ul style="list-style-type: none"> • Inform, train and equip staff to carry out their work safely • Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries • Assess all hazards promptly and ensure they are managed 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work • All requirements of DIA's Health and Safety policy and procedures are met

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	General Manager, Policy	✓	✓	✓	✓		✓
	Policy Group Leadership Team, Policy Group Management Team	✓	✓	✓	✓		✓
	Business Intelligence and Planning Team	✓	✓	✓	✓	✓	
	Policy Group Staff	✓	✓	✓	✓	✓	✓
	DCEs and Senior Managers	✓	✓	✓	✓		✓
	PRC Branch Development & Support	✓	✓	✓	✓		✓
	Strategy & Governance Branch	✓	✓	✓	✓		✓
External	Portfolio Minister(s) and staff of Ministerial Offices	✓		✓	✓		✓
	Treasury	✓		✓	✓		✓
	Other departments/agencies (as required)		✓		✓		
	Audit NZ				✓		✓
	Other external stakeholders (as required, e.g. NZIER)		✓	✓	✓		

Your delegations as a manager	
Human Resources and financial delegations	E
Direct reports	5
Indirect reports	10-13

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is People Leader.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> Setting expectations Encouraging innovation Building effective teams Identifying talent and developing others Motivating others to achieve results Developing business acumen 	<p>Experience:</p> <ul style="list-style-type: none"> Extensive experience in providing strategic advice and support to senior management Extensive experience in a senior business advisory or a planning and reporting role Experience in implementing change management plans Demonstrated ability to deliver capability and systems and process improvement Proven experience in building and maintaining effective relationships with immediate colleagues, peers in other branches and departments, and Ministers' offices Experience in managing a budget and staff Proven competence as a collaborative leader and operator

Your success profile for this role	What you will bring specifically
	<p>Knowledge:</p> <ul style="list-style-type: none">• Knowledge of machinery of government structures and processes, and Ministerial/Parliamentary protocols and procedures• Knowledge of Government planning and reporting processes and procedures <p>Skills:</p> <ul style="list-style-type: none">• Demonstrates the skills to effectively lead people and teams and develop effective approaches to engage teams, solve problems and raise performance• Ability to lead and manage staff in a high paced and changing environment to ensure that needs are met• Develop effective approaches to engage team members and solve problems• Ability to identify trends, risks and influences that may impact the team• Strong relationship management skills and the ability to work at all levels of organisations and communities• Excellent ability to gather, collate, analyse and interpret qualitative and quantitative information• Excellent analytical skills and creativity including the ability to provide high quality advice on relevant matters• Politically and organisationally savvy• Process mapping and business analysis skills, ability and desire to think beyond immediate issues to consider longer term implications and clearly identify what needs to be done• Excellent communication and interpersonal skills using a range of tools and approaches to understand and develop my team• Ability to motivate and engage others to achieve results and raise performance <p>Other requirements:</p> <ul style="list-style-type: none">• A tertiary (or higher tertiary level) qualification• Commitment to supporting and nurturing staff