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| **Position:** | **Kaitātari Pakihi – Business Analyst** |
| **Te Puni:** | Te Puni Hononga ā Rohe - Regional Partnerships  |
| **Reports to:** | Tumu Whakahaere ā Rohe – Regional Manager  |
| **Location:** | Tai Tokerau, Tamaki Makaurau, Waikato Waiariki, Ikaroa Rāwhiti, Te Taihauāuru, Te Waipounamu |
| **Date:** | May 2019 |

**ORGANISATIONAL STATEMENT**

The Te Puni Kōkiri approach to development and wellbeing is reflected through Te Ohu Whanake – sowing the seeds of development. It is an approach that seeks to:

* Create a solid platform of community-based relationship and engagement with whānau, hapu and iwi;
* Improve outcomes by focusing on Māori aspirations, and on opportunities and innovative ways to accelerate development;
* Position government to be an enabler and a partner, empowering Māori choices; and
* To create equity and equitable outcomes in an environment in which Māori can succeed, both here and abroad.

***Whānau Taurikura - Thriving Whānau****is our vision****.***

Whānau development and whānau-centred approaches sit at the centre of our policies, activities and initiatives.

For further information about Te Puni Kōkiri please visit our website: [www.tpk.govt.nz](http://www.tpk.govt.nz/)

**O TĀTOU WHAIPAINGA – OUR VALUES**

**Te Wero** – *We pursue excellence*.

We strive for excellence and we get results. We act with courage when required, take calculated risks and are results focused.

**Manaakitanga** - *We value people and relationships*.

We act with integrity and treat others with respect. We are caring, humble and tolerant. We are co-operative and inclusive.

**He Toa Takitini** – *We work collectively.*

We lead by example, work as a team and maximise collective strengths to achieve our goals.

**Ture Tangata** – *We are creative and innovative.*

We test ideas and generate new knowledge. We learn from others and confidently apply new knowledge to get results.

**TE PUNI Statement**

The Regional Partnerships Te Puni creates and maintains relationships with iwi, hapū and whānau Māori and government at both a local and national level. A core role of the Regional Partnerships Te Puni is to collate with the Policy Partnerships Te Puni, to share and receive quality information, build ideas and develop new approaches to policy issues informed by experience and understanding from the regions. Effective information flows are critical to enabling Te Puni Kōkiri to formulate robust advice for government, to partner through smart investments and to influence behaviour at a community level.

The Regional Partnerships Te Puni is responsible for:

* Developing robust relationships with iwi, hapū and whānau Māori at a national and regional level
* Developing other partnerships in the regions including with local government agencies
* Using those relationships to gather and disseminate information between government and iwi, hapū and whanau Māori
* Feeding into the development of the investment strategy for Te Puni Kōkiri and implementing this strategy for Te Puni Kōkiri non-departmental funding.

Job Description Updated & Certified: Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PURPOSE**

The Business Analyst supports the Regional Manager with the business operations of the regional team. The key areas of focus:

1. to provide practical management of regional business and investment planning, budgetary and financial management processes
2. to establish and maintain effective systems for reporting on the impacts of investments, and facilitation and brokerage across the rohe
3. the source of business administration expertise
4. to be the conduit for information into and out of regional offices as required

**DIMENSIONS**

**Range of Influence:**

The Business Analyst has a key role in the effective and smooth running of the regional team.

**Leadership:**

There is no direct line management responsibility. The Business Analyst provides leadership to their regional team in the areas of business management and business administration. The position takes the lead in business planning and has a key leadership role in supporting the Regional Manager with the management of resources (people and financial).

**Financial:**

There is no direct financial delegations. The Business Analyst has the responsibility for the financial management of the region, including managing the budget process and monitoring the financial position of the region against its budget.

**Health and Safety**

Understand, promote and demonstrate a commitment to sound health and safety practices by applying Te Puni Kōkiri Health and Safety Policies and Procedures.

**SPECIFIC ACCOUNTABILITIES & DELIVERABLES**

**Provide future-focused business planning and advice**

* Provide professional insight and expertise to strategic business planning processes for the regional team
* Undertake research and analysis and develop options and solutions around a variety of matters impacting on the business of the regional team
* Prepare briefing papers, team papers and provide business advice
* Identify expert resources and build a network of contacts who can make a contribution to the development of business strategy for the regional team

**Provide future-focused approach to business management**

* Ensure there is a consistent flow of business information between regions and others teams
* Ensure compliance with organisational policies, practices and guidelines
* Lead the development and implementation of an internal infrastructure in the regional team which supports best practice corporate governance
* Develop the capability within the regional team to provide good governance, including awareness of national frameworks and risk management practices
* Develop and embed quality standards for specific business functions

**Provide practical management of business processes**

* In consultation with the Regional Manager facilitate effective Human Resource and Financial management for the regional team
* Provide oversight of the management processes
* This includes ensuring that the Regional Manager and staff are clear about their responsibilities in implementing agreed Te Puni Kōkiri policies and procedures
* Provide business advice and papers to the Regional Manager, including undertaking research, analysis, develop options and solutions around a variety of matters impacting on the business of the regional team and the organisation
* Provide clear, concise and accurate monitoring and reporting including analysis of variances

**KNOWLEDGE, SKILLS AND EXPERIENCE**

Essential

* Professional expertise in Business Administration or a supporting discipline
* Successful experience operating within a Public Service environment
* Demonstrated effective people leadership and management experience including a capability to build and maintain effective relationships
* Proficiency with Microsoft packages especially outlook, word, excel and PowerPoint
* Demonstrated capability to understand the business cycles and requirements of a core government department including planning, reporting and accounting cycles
* Presentation skills and personal credibility to be able to speak with authority on behalf of the Regional Manager
* Exceptional relationship management skills
* Well-developed skills in:
* communication skills
* coordination and prioritisation
* planning and organising skills
* self motivation
* team working
* Comfort in operating in a tikanga / kaupapa Māori environment, a degree of fluency in Te Reo Māori is of benefit

Preferred

* A tertiary qualification in management or related discipline (or studying towards such a qualification)

**COMPETENCIES**

Our competency frame work incorporates core abilities that are relevant across the organisation and technical abilities specific for each role. Our competencies are represented by the Poutama, symbolising the journey of growth and development that a person takes to realise their own potential, by developing in steps and building on the knowledge and skills that they already have. The following indicators represent the manifestation of competencies required for this role.

***ROLE SPECIFIC COMPETENCIES***

**Business Management**

* Lead the annual financial planning and budget setting for the region
* Structure financial resources to align with the regional work programme
* Monitor and reforecast budgets ensuring budget variance is minimised
* Analyse financial and HR information to assist with business planning
* Monitor staffing numbers and advise on staffing options to meet puni goals
* Coordinate appropriate development programmes for staff
* Monitor business risks across the region and implement systems for mitigation
* Define standards and indicators relevant to the effective running of the region and monitor, analyse and report on progress
* Lead the administrative framework for the region including development and implementation of administrative systems and processes that enhances the regions effectiveness

**Provide input to Ministry planning documents and link projects to Ministry outcomes**

* You need to provide high-quality contributions to external and internal planning documents such as quarterly and annual reports, team business plans, output plans, budget preparation, and development and delivery of the Statement of Intent.
* You should be able to draw linkages to the Ministry’s outcomes hierarchy and think through project outcomes within this framework.

**Contribute to larger projects**

* You may contribute to (rather than lead) projects of greater complexity, sensitivity, conflict and risk. This may include leading a project work stream assigned by a project manager.
* You will need to operate relatively independently within clear designated groups, with support from other staff and or managers.
* You will act within agreed bounds of projects while using initiative for definition and delivery of your own outputs.

**Manage small to medium contracts**

You need to:

* be able to plan, manage and report against small to medium contracts and budget components
* be fully aware of and understand the Ministry’s procurement processes and financial policies
* monitor and manage contractors’ performance against deliverables and ensure you meet the Ministry’s requirements.

As you become more experienced, you may lead expressions of interest and tender processes. You need to be able to use the Ministry’s contract management system and draft high-quality contracts in consultation with the Legal Team and/or other senior staff.

**Identify project priorities, risks and opportunities**

* Within your own work areas, you should be able to identify work priorities within projects, and the associated risks and opportunities.
* You will need to think several steps ahead and anticipate and adjust for problems or risks.

**Lead, plan and report on projects**

You will lead defined small scale projects using the Ministry’s project management methodology. You will lead, plan and report on projects – including multiparty (internal and external) projects. This includes the development of a project plan including resource requirements and performance measures.

You need to:

* accurately scope out the length and difficulty of tasks and projects
* identify resource requirements
* identify appropriate project governance arrangements
* measure performance and progress against goals. This includes keeping appropriate people informed of progress and issues/risks.

***CORE COMPETENCIES***

Core competencies are relevant to all roles in Te Puni Kōkiri but may be required at different levels of ability and complexity. The following are required for this role:

**Māori Perspective**

* Have a broad based understanding of Māori values and knowledge including the contextual background
* Are a conversational speaker of Te Reo Māori
* Plan and conduct your work with appropriate reference to tikanga and kawa
* Actively consider ways of incorporating and representing Te Ao Māori in your work
* Are knowledgeable about iwi and hapu groups as well as Māori leaders and other important Māori figures
* Instil confidence in Māori audiences
* Have an understanding of the Treaty of Waitangi and its importance to Māori

**Leadership**

* Are prepared to make difficult decisions when required
* Demonstrate leadership behaviours including commitment, integrity, accountability, humility and selflessness
* Translate the organisations direction into goals and action for the team
* Provide support and motivate team members
* Create opportunities for development of individuals and the team
* Create an environment where staff can take the initiative.
* Take action to improve team dynamics, achievement and abilities
* Take shared responsibility for organisational decisions
* Look for areas for improvement and positive changes

**Relationship Management**

* Build relationships with deference to tikanga values
* Promote the benefits of collaboration and build team identity
* Facilitate individuals working together by identifying common goals, encouraging collaboration and joint ownership of ideas and approaches
* Actively seek opportunities to contribute to positive outcomes for stakeholders
* Identify and initiate contacts that will further the organisations interests in the near and/or longer term
* Avoid focusing on immediate needs to the detriment of longer term relationships
* Consult with a wide audience to attain buy-in and consensus
* Handle difficult or tense situations with diplomacy and tact

**Communicating Effectively**

* Effectively use Te Reo Māori in your work and are confident when communicating with Māori audiences
* Write and verbalise complex ideas in a structured, logical and authoritative way, ensuring audience understanding
* Explore and probe arguments and take opportunity to strengthen own points
* Determine what others may need to get out of a communication and what they may have difficulty in understanding
* Appreciate when information may be unpopular or create conflict and adapt style accordingly
* Listen to other viewpoints and look for common ground
* Understand the nonverbal message or viewpoint being conveyed by others
* Keep stakeholders informed of immediate and relevant peripheral information

**Results Orientation**

* Understands business plans and advise on medium to long term improvement
* Plan work and significant projects identifying timeframes and priorities; organise and allocate resource; monitor work streams and report on progress.
* Analyse complex situations by: breaking into constituent parts; recognise and assess likely casual factors; interpret the information available; look for corrections, and devise effective solutions
* Use contemporary and traditional Māori language to achieve results
* Actively consider risk involved in problems or issues and act to mitigate and/or advise appropriate others
* Define work in terms of results and pursue success with energy and drive
* Monitor conditions to anticipate the need to change

**Business Understanding**

* Understand the strategic alignment of Māori succeeding as Māori and have a vision of what that success looks like
* Develop organisation strategies and business objectives
* Have a detailed understanding of the organisation’s structure, the purpose of each group and how each contributes to the whole organisation
* Understand state sector inter-relationships and detailed workings of government
* Contribute to defining and furthering State Sector goals
* Have an in-depth understanding of the Treaty of Waitangi and its impact through the State Sector
* Understand the nuances of the political environment and consider them in decision making
* Use a detailed understanding of the nature of all stakeholders to inform the organisation’s strategy

**KEY RELATIONSHIPS**

**Internal**

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| **Contact** | **Nature and Purpose of Relationship** |
| Regional Partnerships staff | Work collaboratively within the Puni |
| Office of the Deputy Chief Executive, Regional Partnerships | Engage proactively to ensure a flow or quality business information is maintained and that there is consistency with whole of Te Puni expectations. |
| Organisational Support Te Puni | Liaise with appropriate teams to ensure business planning and reporting are aligned |
| Investment Te Puni | Liaise with appropriate team/s to ensure business investment planning and reporting are aligned |
| Policy Partnerships Te Puni | Work collaboratively to ensure that input contributes for the benefit of Te Puni Kōkiri |

**External**

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| **Contact** | **Nature and Purpose of Relationship** |
| Other relevant Public Sector organisations | Information gathering |
| Iwi, Hapū and Whānau Māori | Consult and communicate with relevant Māori groups about regional work programmes affecting that group |

**DECISION MAKING AUTHORITY**

The schedule of delegated authorities detail those departmental and non-departmental decisions that this position is authorised to make. The following summarises the key decision making authorities.

**Human Resource Authority - NIL**

**Financial Authority - NIL**