

POSITION DESCRIPTION

Position Title	Principal Advisor Capability and Organisational Development
Organisation	Electoral Commission
Location	Wellington
Date	July 2022
Reports to	People and Culture Manager

Position Purpose

The primary responsibility of the Principal Advisor Capability and Organisational Development, People and Culture is to develop, implement and maintain people management programmes which support the Commission’s strategic aims and objectives.

Contribute to the Commission’s people and culture priorities and provide sound advice and support to the Manager People and Culture and Electoral Commission staff on all aspects of people development and management in accordance with best practice and relevant New Zealand Legislation.

Lead the Organisational Health and Capability Development of the Commission and be the primary liaison with senior management.

Electoral Commission

The Electoral Commission is responsible for the maintaining the electoral rolls, administering parliamentary elections and referenda, and promoting participation in parliamentary democracy. This includes promoting compliance with electoral laws, the registration of political parties, the allocation of time and money for the broadcast of election programmes, conducting the Māori Electoral Option, supplying information for the Māori affiliation service, servicing the work of the Representation Commission, and the provision of advice and advisory opinions, reports and public education on electoral matters.

Dimensions of the position for which the incumbent is accountable

Number of direct reports	None
Number of indirect reports	None
Operating budget	None
Other [delegation levels]	None

Our vision

New Zealanders trust, value and take part in parliamentary elections.

Our contribution

New Zealanders will trust, and are more likely to value and take part in parliamentary elections if we:

- Act impartially, professionally and in accordance with the law
- Make participation easy
- Deliver timely and accurate results
- Are open to public, judicial and parliamentary scrutiny
- Continually improve our processes, procedures and service

Important Relationships

Internal

- Chief Electoral Officer
- Electoral Commission Board
- Commission Staff including permanent and temporary field staff

External

- Members of the public <https://jobs.govt.nz/jobs/NZ-1647264>
- Community organisations
- Ministry of Justice
- Other public sector organisations
- Suppliers, consultants and contractors
- Political parties, third parties and electoral candidates
- Overseas Electoral agencies
- Human Resources service provider

Accountabilities

Accountability Area	Deliverables / Outcomes
<ul style="list-style-type: none">• Organisational development planning	<ul style="list-style-type: none">• Develop and implement initiatives and improvements to current practices that will foster an environment and culture which places emphasis on staff development and enables staff to be motivated and supported to perform to their maximum potential.• Assist managers to build a culture that is aligned with organisational values• Contribute to the provision of advice and guidance on organisational development as and when required• Implement and administer the Commission's staff satisfaction surveys• Assist staff with development planning• Provide input into health and capability external reporting.
<ul style="list-style-type: none">• Human Resources frameworks, policies and procedures	<ul style="list-style-type: none">• Contribute to the development, implementation, communication and monitoring of frameworks, policies and procedures across the human resources functions and services being delivered to managers and staff particularly in relation to capability development• Review and maintain the Commission's human resources policies, processes and practices to ensure<ul style="list-style-type: none">○ Compliance with current New Zealand legislation and consistency with the Commission's responsibilities as a good employer

	<ul style="list-style-type: none"> ○ Relevant contribution to achievement of the Commission's outcomes ○ The Commission's reputation as an employer of choice continues to be enhanced.
<ul style="list-style-type: none"> ● Performance planning, management and improvement 	<ul style="list-style-type: none"> ● Implement performance management / talent management initiatives ● Ensure that all employees are informed of and trained in the application of the performance management model and system ● Monitoring, evaluating and reporting results ● Putting systems in place to support managers to manage their staff.
<ul style="list-style-type: none"> ● Learning and development 	<ul style="list-style-type: none"> ● Develop, analyse, monitor, promote and enable a staff learning and development programme ● In consultation with managers, follow up on individual employee's development needs and performance development plans and source external training provision in accordance with prioritised requirements ● Conduct evaluation of all learning and development activities ● Develop field staff training strategies in consultation with subject matter experts and provide guidance to staff to ensure the implementation of high quality training throughout the electoral cycle.
<ul style="list-style-type: none"> ● Corporate Services Advice 	<ul style="list-style-type: none"> ● Provide management and the Board with high quality information and expert advice that is readily accessible, robust, and addresses the issues raised and helps them make decisions ● Providing timely, high quality, evidence-based advice to an appropriate standard through: <ul style="list-style-type: none"> ○ research and accurate identification and prioritisation of issues ○ the use of a variety of analytical models and frameworks to clarify or redefine issues ○ appropriate and timely consultation processes ○ development of viable options and practical solutions ○ rigorous evaluation methods, monitoring and review processes ● Lead projects in support of the Manager Corporate Services to deliver on the Commission's work programme
<ul style="list-style-type: none"> ● Health and safety, welfare and wellness 	<ul style="list-style-type: none"> ● Provide advice on compliance of the Commission's health and safety policies, procedures and plans with current relevant New Zealand legislation, best practice their ability to meet ongoing business needs

	<ul style="list-style-type: none"> • Contribute to the development and implementation of the Commission’s health and safety policies, procedures and plans • Provide advice and guidance to managers needing to manage staff with health issues and any medical referrals required
<ul style="list-style-type: none"> • Relationship Management 	<ul style="list-style-type: none"> • Contributes to higher effectiveness levels for the Commission by identifying developing, and maintaining an appropriate network of contacts • Ensures that business relationships are maintained at an agreed level by developing, implementing, and maintaining a quality oriented, timely, and service-focussed approach in work programmes and services provided. • Maintains high ethical standards of conduct
<ul style="list-style-type: none"> • Financial Management 	<ul style="list-style-type: none"> • Develops budgets based on government imperatives, agreed work programmes, and organisational priorities and affordability and identifies, communicates, and manages budget requirements • Meets organisation financial/budgeting requirements by managing the adherence to approved budgets and by managing communication of, and applying strict accountability systems for, expenditure, including the monitoring and reporting of expenditure
<ul style="list-style-type: none"> • Team Effectiveness 	<ul style="list-style-type: none"> • Contributes to team effectiveness by offering value adding suggestions at meetings, providing learning feedback/comments and support to others, which aim to improve team performance and staff motivation, and assisting other members of the team. • Contributes towards coaching and mentoring other Corporate Services staff • Providing back-up support to the Corporate Services team in times of absence
<ul style="list-style-type: none"> • Information Gathering and Analysis 	<ul style="list-style-type: none"> • Ensure a sound knowledge basis for future operations by monitoring developments, reviewing literature, collecting data/information, and liaising with groups • Contribute to the quality of the Commission’s operational procedures and related efforts, by actively participating in discussions, suggesting improvements in research and analysis methods, and assisting team members to achieve quality results.
<ul style="list-style-type: none"> • Projects 	<ul style="list-style-type: none"> • Ensure projects undertaken are delivered according to time, cost, and quality standards or goals by:

	<ul style="list-style-type: none"> • Defining project scope, work schedule and budget with project sponsor (e.g. a project plan or research proposal) • Identifying resources requirements to meet the plan • Monitoring progress against project milestones and deliverables in accordance with the project/research plan • Providing regular reports on project status, budget, risks and issues in agreed format and within agreed timeframes • Conducting a post implementation review where agreed to identify learning/improvement opportunities for the future
<ul style="list-style-type: none"> • Workplace Effectiveness and Corporate Contribution 	<ul style="list-style-type: none"> • Contribute to the Commission's effectiveness by offering value adding suggestions at meetings, providing learning feedback/comments and support to others which aim to improve team performance and staff motivation, and assisting other members of the team. • Applies and manages application of Good Employer principles as set out in the Crown Entities Act 2004.

Person Specifications

Qualifications and technical skills

- A relevant tertiary qualification and at least 8 -10 years' experience in a senior advisory role.
- Well developed analytical skills with the ability to formulate and articulate well-reasoned solutions
- High level of computer literacy

Significant experience in:

- Demonstrating a strategic outlook with the intellectual capability to analyse complex issues to deliver new and fresh insights to them particularly with regard to organisation capability
- Leading strategy formulation and outcome development, planning and reporting
- Relationship management, demonstrated by establishment and maintenance of a range of effective networks across and within organisations
- Writing complex papers with well-structured analysis and solution formulation

Experience and knowledge

- Working with senior management and executives
- Leading complex projects to successful completion
- Mentoring and developing junior staff and peers
- Building consensus with multiple parties on strategic objectives
- Strategy development, analysis and evaluation particularly in the area of capability development
- Communicating with a wide range of audiences on complex issues
- Experience translating policy into practice through the design, development and implementation of practical business solutions
- Demonstrated leadership, communication and liaison skills with proven ability in relationship management
- Experience developing written material that meets the particular business requirements while at the same time being targeted to the given audience.
- Experience working in the public sector and an understanding of public sector standards

Key Competencies Required

- **Analytical Skills:** Ability to identify issues and analyse information to make considered decisions. Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- **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.
- **Teamwork:** The ability to quickly find common ground and solve problems for the good of all, representing his/her own interests and yet being fair to others in the group. The ability to solve problems with peers with a minimum of noise and is seen as a team player and cooperative easily gaining the trust and support of peers. Encourages collaboration and can be candid yet tactful with peers.

- **Good judgement:** Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- **Environment awareness:** Awareness of the economic, political, social and cultural context in which the individual and the Electoral Commission operate.
- **Communication:** The ability to express thoughts and ideas with clarity and present a consistent point of view both orally and in a written format.
- **Results Orientation:** The ability and desire to achieve effective results, and work towards or exceed an agreed goal.
- **Continuous Improvement:** The ability and desire to seek and use better ways of doing things (to improve one's personal and the Electoral Commission's performance)
- **Professional integrity:** The ability to act in a manner that conveys high personal and professional standards consistent with the principles of importance to the Commission and the State Sector. Develops and maintains trust and is seen to be someone who presents the unvarnished truth in an appropriate and helpful manner, keeping confidences, admitting mistakes and does not misrepresent him/herself for personal gain
- **Commitment to EEO:** The ability to apply EEO principles in the workplace.