

Executive Officer

Reports to:	Chief Executive
Direct reports:	None (<i>But may have oversight of contractors or consultants from time-to-time</i>)
Date:	August 2021

About the New Zealand Infrastructure Commission, Te Waihanga

The work we do at Te Waihanga is critically important to Aotearoa. We have been tasked by Government to play a pivotal role in improving New Zealanders lives through better infrastructure and the services that result from infrastructure.

Infrastructure touches every New Zealander in one way or another. It is our roading systems, electricity, our water, and our mobile networks. To be a successful we need to recruit the best of the best from a diverse talent pool.

We also play an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Our Vision

Infrastructure for a thriving New Zealand

Our Values

- **Free-Thinking** Whakaaro nui – We arrive at creative yet considered solutions
- **Courageous** Māia – We will have honest conversations which reflect our independence
- **Trustworthy** Pono - You can depend on us to behave ethically and impartially
- **Empathetic** Ngākau aroha – We are listening and respectful of different views

Role Purpose

Be a trusted advisor to the Chief Executive and provide strategic, organisational and operational advice, support and expertise, as well as leading or undertaking work on behalf of the Chief Executive as required from time to time.

The role will need to develop a deep understanding of the context within which Te Waihanga sits, including the relevant industries and key stakeholders. It will also need to develop a deep understanding and connection to the work of and people within the organisation. The role's work will be informed by the key priorities and imperatives facing the Chief Executive and their team and will often require anticipating the Chief Executive's needs.

Key Accountabilities

Key Accountability:	Detail
Chief Executive Support	<ul style="list-style-type: none"> ▶ With the overall purpose of helping to ensure the success of the Chief Executive in their role: <ul style="list-style-type: none"> ○ Undertake research, analysis and provide advice. ○ Identify and then manage (where able) or escalate any risks or issues (the latter with advice on how to manage). Will likely include risks to delivery, organisational effectiveness and management of priorities. Will require keeping up to date with relevant issues and subjects which may impact on or influence the organisation. ○ Anticipate areas of concern or challenge, unblocking or resolving bottlenecks where able. ○ Be a sounding board for the Chief Executive. ○ Prepare papers on behalf of the Chief Executive. ○ Ensure the Chief Executive is well supported and prepared to meet their commitments including any cross-government and sector initiatives and attendance at internal and external events. ○ Provide quality assurance, analysis and advice on proposals, recommendations and other matters presented to the Chief Executive. May include preparing draft responses on the Chief Executive's behalf. ○ Facilitate effective relationships, connections and interactions between the Chief Executive internally, including with the Board, and with key external stakeholders, including Ministers and other Chief Executives. Will include linking with the right people at the right time and coordinating to ensure the Chief Executive receives high quality information in a timely manner. ○ Support the Chief Executive to create a high performing, capable, aligned and delivery focused leadership team. ○ Provide support with communications and reporting, including with the Minister's office (e.g. WPQs, PQs and other requests) with the support from the engagement team. ○ Build and maintain key relationships internally and externally to enhance understanding, connection and cooperation and contribute to building a strong reputation for Te Waihanga. ○ Undertake projects as required on behalf of the Chief Executive or act for the Chief Executive as required.

Key Accountability:	Detail
Leadership Team Secretariat and Support	<ul style="list-style-type: none"> ▶ Be a sounding Board for the leadership team, providing advice and direction where appropriate and able. ▶ Assist the leadership team with papers for the Board. ▶ Assist the leadership team maintain their strategic view and deep understanding of the wider and relevant context. ▶ Prepare leadership team meeting agendas, minutes, actions and follow up on deliverables between meetings. ▶ Maintain a master work programme and calendar for the leadership team with critical dates, milestones, reporting requirements etc.
Other	<ul style="list-style-type: none"> ▶ Contribute to and communicate Te Waihanga's vision and strategic direction as an active member of the leadership team. ▶ Role model behaviours consistent with Te Waihanga's values. ▶ Apply high standards of accountability and performance as expected within the public sector. ▶ Actively disclose information and assist the Chief Executive with ensuring 'no surprises' obligations are met.
Te Tiriti o Waitangi	<ul style="list-style-type: none"> ▶ Commit to understanding, recognising and acting upon the articles of Te Tiriti o Waitangi; Kāwanatanga, Rangatiratanga, Oritetanga.
Health, Safety & Wellbeing	<ul style="list-style-type: none"> ▶ Take all practical steps to ensure your own health and safety and the safety of others in the workplace.

Key Relationships

- ▶ Te Waihanga Chief Executive, Board and Leadership Team
- ▶ Minister for Infrastructure and Ministry
- ▶ Agency stakeholders
- ▶ Central and local government
- ▶ External commercial stakeholders

Skills, Knowledge, Qualifications, Experience

Skills

- ▶ Skilled strategic thinker with the ability to identify and respond to new and emerging strategic issue. Sees issues through a range of lenses and stakeholder perspectives, and recognises the broader implications and connections between issues.
- ▶ Outstanding written and verbal communication skills. Great listener and able to influence and reason with others and communicate complex ideas to a variety of audiences. Able to write structured, well researched papers with succinct, evidence-based recommendations, and summarise and condense complex issues into succinct notes which capture the key messages.
- ▶ Skilled at building, maintaining and managing effective and productive relationships, and able to engage with a wide range of stakeholders.

- ▶ Exercises sound judgement in decision making based on a mixture of analysis, wisdom, experience and judgement.
- ▶ Highly developed critical thinking, problem solving and analytical skills.
- ▶ Politically savvy. Can manoeuvre through complex political situations effectively.
- ▶ Able to put personal ideas, beliefs and preferences secondary to those of the organisation expressed through the Chief Executive and Board.
- ▶ Skilled in identifying issues and risk mitigation.
- ▶ Able to foster a collegial and collaborative environment.
- ▶ Service excellence – Committed to upholding high standards and high quality of work and dedicated to improving outcomes for Te Waihanga.
- ▶ Proven ability to perform under pressure.
- ▶ Digitally savvy, confident working with technology, creating presentations, managing online events and digital systems and applications.
- ▶ Trustworthy, discreet and honest.

Knowledge

- ▶ Knowledge of public policy and legislative functions and processes.
- ▶ Understanding of the machinery of government, including how to be influential particularly within central government.
- ▶ Contemporary knowledge of issues and trends associated with Infrastructure in New Zealand and/or other jurisdictions.
- ▶ An understanding of Te Tiriti o Waitangi and the Crown's responsibility to act as a good partner is desirable and a willingness to engage with Te Ao Māori perspectives and frameworks, especially through the lens of infrastructure.

Qualifications

- ▶ Bachelor's degree in a relevant discipline (Commerce/Business, Law, Public Policy etc) a minimum. Masters level qualification desirable.

Experience

- ▶ Previous experience in a similar role desirable.
- ▶ Proven experience in setting, driving and achieving targets.