



## Position Description

### Performance Adviser, Organisation Performance

#### Reports to

Chief Financial Officer

#### Purpose of Role

To engage with management and staff to assist with the development of fit-for-purpose business plans the production of accountability documents and related services. The role also includes the delivery of internal performance reporting, business improvement work, and the facilitation of risk management for the organisation.

#### Commission Vision

In everything we do, we work towards making New Zealanders better off. Our vision is that New Zealanders are better off because markets work well, and consumers and businesses are confident market participants.

#### Commission Values

The Commerce Commission is committed to acting with **integrity** and being fair, honest and impartial. We set high standards of **excellence** and exercise **good judgement** by understanding the environment we operate in and the impact of our actions. We are **accountable** to the people of New Zealand for our work and spending. We **respect** each other and value peoples' diversity and opinions.

### Key Result Areas (KRAs)

- Coordinate the Commission's business planning process
- Support the delivery of accountability-related services
- Support internal performance measurement and reporting
- Support business improvement
- Coordinate the Commission's risk management processes
- Team development

### Competencies (Behaviours)

• Applying expertise and knowledge	• Persuading and influencing
• Planning, organising and delivering (results)	• Working with people
• Analysing and researching	• Learning and developing
• Writing and reporting	• Mentoring and leading
• Presenting and communicating (verbally).	• Formulating strategies and concepts.

## Key Result Areas

### 1: Coordinate the Commission's business planning process

- Support the development and implementation of fit-for-purpose business planning processes.
- Coordinate and facilitate effective business planning for the organisation.

#### *Outcome:*

- The Commission's business planning processes are strategically aligned, and fit-for-purpose.

### 2: Support the delivery of accountability-related services

- Support the successful delivery of accountability-related documents eg, SOI, SPE, Estimates of Appropriations, Output Agreement, Annual Report, Triannual Reports.
- Develop and coordinate delivery of accountability processes and templates.

#### *Outcomes:*

- Successful production of fit-for-purpose accountability documents that meet all statutory requirements and accurately reflect the Commission's objectives and performance
- Successful coordination and delivery of the Commission's responses to Select Committee reviews and petitions
- Successful coordination and delivery of Briefings to Incoming Ministers (BIM)

### 3: Support internal performance measurement and reporting

- Produce appropriate internal reporting for SLT and the Board capturing financial and non-financial performance information.
- Prepare other internal reports as required to assist monitoring or to inform decision-making.
- Help ensure that the processes and systems that underpin performance information are reliable and robust.

#### *Outcomes:*

- The Commission has appropriate and meaningful internal performance measurement and reporting in place
- The Commission has fit-for-purpose systems for collecting and reporting performance
- SLT and the Board are kept well informed on key matters and well placed to make decisions

### 4: Support business improvement

- Proactively identify and manage requests to carry out specific business improvements.
- Develop appropriate and sustainable work practices, processes and templates.
- Contribute to project teams working on capability improvements.
- Support policy and process development to ensure business improvement initiatives are fit-for-purpose.

#### *Outcomes:*

- Business improvement opportunities are identified for the Commission and managed effectively
- Policy and process development is well-supported
- Branches are engaged and well supported
- The Chief Executive is supported with targeted business improvement initiatives

## **5: Coordinate the Commission's risk management processes**

- Oversee, promote and enhance the Commission's risk management approach
- Coordinate and facilitate effective risk management for the organisation
- Prepare risk management reports for SLT and the Board

### *Outcome:*

- Risks are identified, reported and actively managed.

## **6. Team development**

- Provide assistance to the Chief Financial Officer and other Finance and Performance team roles as required.
- Maintain own knowledge in accountability areas to build expertise.
- Work with and assist the Senior Adviser Performance as required.

### *Outcomes:*

- Valuable contribution to the development of the Finance and Performance team and Organisation Performance branch.
- Senior Performance Advisor is assisted with the coordination of the performance deliverables within Finance and Performance
- Self-Development.

Note: These responsibilities are not exhaustive. From time to time it may be necessary to change the position requirements in response to the changing nature of our work environment, including technological requirements or statutory changes. Such change may be initiated as necessary by your manager or general manager and will be discussed with you.

## Person Specification

### Qualification

- Tertiary qualification (or equivalent) in a relevant field or relevant experience.

Ability	Level
▪ Demonstrated conceptual thinking and problem solving	Sound
▪ Demonstrated verbal and written ability	Expert
▪ Demonstrated analytical ability	Sound
▪ Demonstrated relationship management ability	Expert
▪ Demonstrated numerical ability	Sound

Experience	Level
▪ Demonstrated experience developing and enhancing accountability frameworks, processes, performance measurement and reporting	Sound
▪ Demonstrated experience working in performance analysis and/ or management consulting	Sound
▪ Demonstrated experience identifying and delivering capability improvements to drive business performance	Sound
▪ Demonstrated experience managing and leading projects and deliverables	Sound
▪ Demonstrated experience effectively managing internal and external relationships	Expert

Knowledge	Level
• Knowledge of performance and accountability framework principles	Sound
• Knowledge of Commission's role and function, and its decision-making processes	Sound
• Knowledge of software and technology	Sound
• Knowledge of relevant legal frameworks	Sound

### Definitions

#### Basic

The job requires adeptness in a skill and experience in a variety of tasks. The skill may be related to specific activities that take time to acquire, extending beyond short term. (Typically 1-2 years related experience.)

#### Sound

The job requires highly relevant experience in a specific area of work, often involving specialised training in order to achieve competence. This is not short-term experience, but significant, longer-term experience, predominantly focused on acquiring specialist knowledge. (Typically 2-3 years related experience.)

#### Expert

The job requires experience of a broad nature, above that of a skilled person. Normally involves an awareness of work activities beyond the immediate job situation and the impact of the job on these activities. (Typically 3-5 years related experience.)

#### Strategic

The job requires highly relevant knowledge and experience, an understanding of immediate issues and long term effects of actions. This is a subject matter expert who can be focused on an organisation's goals as well as the specific short term issues. (Typically 5-10 years related experience.)

Note: These responsibilities are not exhaustive. From time to time it may be necessary to change the position requirements in response to the changing nature of our work environment, including technological requirements or statutory changes. Such change may be initiated as necessary by your manager or branch director and will be discussed with you.