

Business Planning Manager

Job description

Job title	Business Planning Manager
Location	Wellington
Group	Organisation Development
Business unit / team	Stats 2020 Transformation
Grade and salary range	Pay Group 1 – Pay Band 5
Reports to	Transformation Manager

Welcome to Statistics New Zealand

Who we are

Statistics New Zealand – Tauranga Aotearoa is the country's main provider of official statistics. We also lead the Official Statistics System (OSS), which coordinates all statistics produced by government departments. Our aim is to inform society.

Official statistics are used by government, local authorities, businesses, community groups, and individuals. They are useful for:

- keeping track of and understanding the state and progress of New Zealand
- steering the economy to improve the prosperity, security, and opportunities of New Zealanders
- informing debate and making decisions.

Statistics NZ is a department of the New Zealand Public Service. Our duties and responsibilities are set out in the Statistics Act 1975.

What we want to achieve

The work we do contributes to creating an informed society using official statistics. The impact of our work and activities is that New Zealand gets the statistical information it needs to grow and prosper.

Statistics 2020 Te Kāpehu Whetū

Statistics 2020 Te Kāpehu Whetū is the organisation's programme of change for the 10 years to 2020. It drives what we do and how we do it. It takes into account our internal environment (e.g. aging IT systems, current culture), and external factors like ensuring that we produce relevant future statistics and meet customer needs efficiently. The Māori name of the programme literally translates to 'star compass'. This signifies the sophisticated navigation system necessary to get us to where we want to go.

Our roles in New Zealand's Official Statistics System

As leader of the OSS we:

- ensure that New Zealand gets the information it needs
- advise the government on the policies, priorities, costs, and benefits of statistical activities
- coordinate statistical activities across government
- encourage other government departments to share ownership of the OSS and to re-use data
- define the objectives that different departments will focus on together
- ensure that official statistics provide value for money.

As the country's main provider of official statistics we:

- report on trends, patterns, and changes to New Zealand's population, economy, society, culture, and environment
- ensure our statistics are relevant for our customers
- continually improve what we do and how we do it
- set an example for other government departments to follow
- ensure complete confidentiality for all our data
- maintain the highest level of credibility and integrity in our statistics.

Our core values are:

- leading
- connecting
- communicating
- statistical excellence
- integrity
- confidentiality and data security.

Our commitment to the Treaty of Waitangi

Statistics NZ works to ensure that the statistical needs of Māori are identified and progressively met. This complies with the principles for government action on the Treaty of Waitangi.

Summary of your role

As Business Planning Manager you will be responsible for managing the business planning activities that Organisation Development are responsible for. Statistics NZ uses an integrated business planning framework as shown below.

Accountability for the end to end framework is held by the Organisation Direction business group, who are also responsible for Phase 1 of the integrated framework.

You are responsible for:

- validating the strategic direction and identifying the priorities to be addressed at the high level Group Planning phase
- ensuring that Business Group plans are developed showing links to strategic priorities for the next 4 years including a review of products and services delivery and FTEs
- consolidating Business Group plans into an Operational Plan showing how to achieve year 1 & 2 requirements in relative detail; with less detail for years 3 & 4.

Your specific responsibilities as Business Planning Manager will be to:

- translate/refresh the organisation strategy into 4 Portfolio Plans or Strategic Priority Plans
- review of Strategic Plan and priorities with Internal/External Stakeholders (OSSCE, ACOS, etc)
- analysing the external environment and organisational performance
- update Business Group work priorities, workforce & capital plans, IT & SM services requirements, aligned with refreshed strategic priorities
- identify changes to projects and products & services for Business Group plans
- coordinate Business Groups to write their Group Plan based on standard Template provided by Planning
- consolidate Business Group Plans into Operational Plan (capital, workforce plans integrated)
- facilitating planning conversations and decision-making with Executive Board and Group Managers
- identify and resolve issues / opportunities for the organisation to drive towards its future.

To successfully lead the business planning process, you will need to have leadership qualities and be delivery-focussed. You will also need to have demonstrated strong strategic and business planning experience.

You will be accountable for the work you do, and contribute positively to the values and outcomes outlined in our strategic plans, including Statistics 2020 Te Kāpehu Whetū, and our Statement of Intent.

You will report to the Transformation Manager.

Detailed description of your role

You will be expected to:	To achieve this you will need to:	As a result, we will see:
manage the Organisation Development responsibilities within the business planning process	<ul style="list-style-type: none"> • translate and align all operational activity to the Stats NZ Strategic Plan • design and write the organisation Operational Plan • coordinate Business Groups writing their Business Group plans, ensuring alignment to the Strategic Plan and Operational Plan • coordinate subject matter experts including Finance, HR, IT Programme Management who all contribute to the integrate planning framework. 	<ul style="list-style-type: none"> • alignment of activity at all levels of the organisation to the Stats NZ Strategic Plan • more efficient planning with clear accountabilities and responsibilities for each part of the process.
contribute to the SOI and Annual Report, working with the other members of the planning group	<ul style="list-style-type: none"> • provide input from an operational perspective, on the Department's strategy and planning system • proactively share knowledge and technical expertise with others in team, group and organisation • provides constructive, timely and specific feedback to colleagues and Manager • keep Manager informed of issues and successes in the team and the branch • actively contributes to team, group and organisation-wide activities and initiatives. 	<ul style="list-style-type: none"> • the Department meets its accountability reporting requirements and receives positive feedback on quality of accountability documents.
Work on continually developing the integrated planning framework	<ul style="list-style-type: none"> • work closely with Organisation Direction who have accountability for the end to end integrated planning framework • review, evaluate and improve planning and reporting systems and processes • constantly assess performance information for relevance, function and with the goal of minimising impact on the business. • 	<ul style="list-style-type: none"> • systems and processes are understood, fit for purpose, and are used across the organisation • systems reduce compliance costs for the business • feedback from Managers indicates understanding and satisfaction with the planning and reporting processes.
Lead connections and collaborative relationships across the organisation	<ul style="list-style-type: none"> • build and maintain productive relationships with internal and external stakeholders • build productive working relationships with peers across the wider organisation • build a collaborative working environment within the team to achieve successful outcomes 	<ul style="list-style-type: none"> • you foster a good working environment for your team and celebrate the success of your and other teams • you engage with others in an open, friendly, and responsive way • you lead by example drawing on your

	<ul style="list-style-type: none"> • build relationships across the business • engage with Māori stakeholders . 	<p>professionalism and experience</p> <ul style="list-style-type: none"> • you build mutually beneficial internal and external relationships • others benefit from your contribution of knowledge and expertise.
Communicate effectively	<ul style="list-style-type: none"> • communicate ideas and information to different audiences in plain English • communicate clearly and concisely in all written and oral communications • share information and knowledge with others in a proactive, timely way that fits the purpose. 	<ul style="list-style-type: none"> • you be understood by all internal and external customers in both written and oral communication • you write clearly and concisely, and follow the Statistics New Zealand plain English standard.

Required qualities for your role

Quality ¹	As a Business Planning manager you will:
Political savvy	<ul style="list-style-type: none"> understand and effectively navigate the political environment
Managing vision and purpose	<ul style="list-style-type: none"> inspire and motivate people by talking positively and in an accessible way about the organisation's purpose and vision for the future
Managing and measuring work	<ul style="list-style-type: none"> achieve results by clearly assigning tasks and responsibilities, setting specific and measurable objectives, monitoring progress, reviewing outputs and evaluating outcomes
Motivating others	<ul style="list-style-type: none"> be someone people like working for and motivate people by utilising their strengths, involving and empowering them, and recognising the contributions they make
Building effective teams	<ul style="list-style-type: none"> build strong, high performing teams
Managerial courage	<ul style="list-style-type: none"> deal unequivocally with difficult situations and provide positive and negative feedback so that people are clear about where they stand
Strategic agility	<ul style="list-style-type: none"> look ahead, make credible predictions of likely future scenarios, and develop strategies and plans that address those scenarios
Perspective	<ul style="list-style-type: none"> contextualise issues appropriately and be able to discuss and speculate about possible future scenarios
Drive for results	<ul style="list-style-type: none"> consistently deliver results beyond expectations
Customer focus	<ul style="list-style-type: none"> be focused on understanding the needs of customers and on delivering value to them
Learning on the fly	<ul style="list-style-type: none"> be open to the unfamiliar, ready to experiment and quick to learn
Dealing with ambiguity	<ul style="list-style-type: none"> be flexible and deal confidently and positively with change and uncertainty
Interpersonal savvy	<ul style="list-style-type: none"> be able to relate well to all kinds of people and build effective relationships
Knowledge and skill	<ul style="list-style-type: none"> have a tertiary qualification in a relevant discipline or be working towards a relevant tertiary or business qualification or relevant equivalent experience have a strong understanding of, and experience operating in, the public sector environment, including the financial management regime (including planning and performance reporting requirements) and the policy process have demonstrated experience in project management – both methodology and practical aspects. be self-directing and manages time efficiently, meets deadlines.

Our workplace: your workplace

Statistics NZ endeavours to provide a working environment that encourages the development of an individual's potential and their contribution to the organisation, by offering challenges and opportunities.

We value staff from diverse cultural backgrounds and staff with active interests outside work. We provide a supportive environment so that individuals can balance their working life and personal life. This is achieved through policies for work and family life, equal employment opportunities (EEO), and a healthy and safe work environment. All departmental offices are smoke-free.

We are committed to developing an EEO work place. All staff are required to comply with our EEO policy. Discrimination on the grounds of race, colour, sex, nationality, ethnic origin, sexual orientation, religion, disability, family, age, and marital status is not tolerated.

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