

Principal Advisor, Portfolio and Planning Position Description

Business Unit	Systems, Strategy and Performance
Location	Wellington
Type	Permanent, Full time
Last Updated	November 2024

Ko wai mātou | About us

The Water Services Authority - Taumata Arowai is the water services regulator for Aotearoa New Zealand. We are committed to ensuring all communities have access to safe and reliable drinking water every day. We also have an oversight role in relation to the environmental performance of public drinking water, wastewater, and stormwater networks.

Mō tēnei tūranga mahi | About this role

Position Purpose

The Principal Portfolio and Planning Advisor leads the delivery of the portfolio of strategic work across Water Services Authority. The role has a strong focus on weaving together people, programmes and projects, and planning to achieve long term and successful outcomes across the organisation.

The Principal Portfolio and Planning Advisor is a member of the Strategy & Planning function within Systems, Strategy and Performance rūpū. The Systems, Strategy and Performance rūpū seeks to understand the changing water system and our performance within it to provide clear direction to the Board, Te Puna, KOPA, other rūpū and our kaimahi. They also have a role in working across the organisation to evaluate our interventions and identify what is needed to support and enable our regulatory and oversight responsibilities in the future.

Reports to	Manager – Strategy and Planning	
Staff	Nil	
Key Relationships	Internal Chief Executive and Senior Leadership Team (Kaihautū o Puni Arowai, KOPA) Professional project managers Governance and Performance team Managers and kaimahi	External Other regulators Department of Internal Affairs

Key Accountabilities

It is likely that the scope and functions of positions within Taumata Arowai will evolve over time.

Portfolio Management

- Set and maintain the PMO Framework for Taumata Arowai to bring clarity, consistency and rigour to project and programme management through setting standards, proactively manage benefits, risks and opportunities across the organisational portfolio, and leading towards a shared vision
- Build and lead a collaborative PMO network amongst the programme and project staff, to support best practice in project and programme management
- Develop clear direction for projects and programmes that can be shared and implemented across the organisation and with key agencies.
- Manage strategic portfolio risks and issues that may impact on portfolio outcomes.
- Regularly monitor, report on and review portfolio progress to inform senior leadership of the health of projects and programmes within the organisation
- Ensure lessons learned are captured and process improvements made as a result of the lessons
- Provide guidance to targeted programmes of work, from concept stage to closure and benefit realisation.

Organisational planning

- Develop and lead organisational planning processes aligned with the budget cycle, the accountability planning process and external reporting requirements.
- Lead an integrated organisational planning process for financial and non-financial planning aligned to the organisation's strategic direction, SOI, SPE and CME, in conjunction with the Finance Team, Principal Advisor Strategy, and the Senior Accountability Advisor.
- Collaborate with key internal stakeholders, providing advice to ensure alignment with organisational strategic priorities across planning approaches and activities, and effective management of broader programmes of work.
- Coach and mentor managers, chief advisors and project leads to develop their organisational and strategic planning acumen.
- Design and implement tools to support development of organisational planning and rōpū and team business plans to enable KOPA prioritisation of strategic work.
- Design and implement processes and tools to enable a quarterly update cadence for organisational planning at Taumata Arowai.
- Support the design of regular reporting to KOPA on progress against the organisational work plan.

Relationship Management

- Use your influence to establish strong relationships internally and externally and leverage these to deliver great outcomes.
- Develop and maintain effective working relationships with internal stakeholders, including the Chief Executive and KOPA, to achieve Taumata Arowai outcomes
- Contribute to the delivery of response activity in Taumata Arowai as needed

**Health
safety
for self**

- and**
- Work safely and take responsibility for keeping self and colleagues free from harm
 - Report all incidents and hazards promptly
 - Know what to do and follow relevant procedures or instructions in the event of an emergency
 - Cooperate in implementing return to work plans
- Comply with Health, Safety and Wellbeing policies

Ko koe tēnei | About you

Qualifications

- Relevant tertiary qualification or equivalent experience
- Programme and/or Portfolio Management training

Experience

- 8+ years' experience in similar roles, with emphasis on programme and portfolio management
- Experience leading significant programmes of work in a programme management role
- Experience providing strategic advice to Chief Executives, Senior Leadership Teams, and governance committees
- Extensive experience and comfort working within a change environment
- Experience and ability to test advice to ensure end-product is truly fit for purpose
- Experience developing and implementing business improvement initiatives desirable.
- Experience working in a Crown entity or government department desirable

Knowledge

- Strong knowledge of project management tools and methodologies, including agile
- Knowledge of programme and portfolio management methodologies
- Knowledge of organisational and strategic planning methodologies
- Understanding of the principles of Te Tiriti o Waitangi and how to apply these to project and programme management methodologies
- Understanding of public sector financial scrutiny and planning processes desirable
- Awareness of the water services sector or an interest in developing this.

Skills and Attributes

- Demonstrated broad-based view of strategic issues and perceptive of their longer term and wider implications
- Highly developed interpersonal and communication skills with the ability to work effectively with a diverse range of stakeholders (internal and external)
- Ability to navigate conflict and negotiate outcomes in complex situations
- Advanced written communication and presentation skills
- Demonstrated ability to build credibility with senior leaders to engage and provide support.
- Demonstrated ability to act with discretion in situations where there are opposing perspectives.
- Ability to innovate and maintain a big picture focus
- Excellent analytical and problem-solving skills
- Ability to mentor kaimahi in project and programme management, and strategic and business planning methodologies and approaches
- Demonstrated commitment to the principles of Te Tiriti o Waitangi and developing own capability in te ao Māori