

POSITION DETAILS

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| POSITION TITLE: | Programme Adviser – Fixed Term |
| GROUP: | Transformation, Innovation, People and Culture |
| DIRECTORATE: | AG and Support |
| REPORTS TO: | Strategic Adviser |
| REFERENCE LEVEL: | 17 |
| LOCATION | Auckland or Wellington |
| DATE: | August 2024 |

Our purpose, vision and values

The Reserve Bank of New Zealand, Te Pūtea Matua, is New Zealand's central bank. Toitū Te Ohanga, Toitū Te Ōranga - We enable economic wellbeing and prosperity for all New Zealanders.

Our vision is Great Team, Best Central Bank, expressed as Matangirua Ki Matangireia – working as one towards our ultimate purpose. We operate with Taura / Integrity, Wānanga / Innovation and Taura/ Inclusion.

Our Māori traditions tell us Tāne Māhuta, guardian of the forest and birds, enabled life to thrive within his ecosystem. Inspired by the Tāne Māhuta legend, the Bank has adopted the story of the kaitiaki to reflect our stewardship of the financial system of Aotearoa, doing all we can to enable a sustainable, productive and efficient economy.

We have a clear goal – to create an environment that fosters the overall economic wellbeing of the country and the living standards of all New Zealanders so that we, and generations to come, continue to enjoy this great country.

How we work

Our work enables our economy to grow, people to be in work and means we can all rely on the financial system as we spend, borrow and save in our daily lives. We achieve this by being the sole issuer of central bank money for New Zealand, ensuring that cash and payment systems meets the needs of the public, keeping consumer prices stable and regulating and supervising financial institutions and insurance companies.

We are passionate about what we do and the impact it has on businesses, communities and whānau. Enabling economic prosperity and wellbeing for all New Zealanders takes expertise,

determination and a strong commitment to working collaboratively with our partners. We carry this responsibility with great pride.

Group purpose

The Transformation, Innovation, People and Culture Group leads and oversees:

- Strategic and operational people needs, including the provision of excellent people services and professional advice across the organisation and the delivery of initiatives for organisational development, leadership and culture.
- Strategies and initiatives for Wellbeing, Diversity, Equity, Inclusion and embedding the organisational people aspects of our Te Ao Māori strategy.
- RBNZ's change management and transformation approach, including managing enterprise frameworks for organisational change to support and enable Te Pūtea Matua to deliver on its purpose, strategy, and vision.

Role purpose

The purpose of the Programme Adviser is to:

- Facilitate and enable the successful implementation of business initiatives, ensuring alignment with organisational needs and overall strategy.
- Create clear, concise artifacts to support planning, prioritisation and decision making.
- Design and streamline processes to manage business initiatives efficiently.
- Implement and maintain systems to improve collaboration, productivity, and workflows.
- Produce internal and external reporting to inform stakeholders on the progress of key initiatives.

Key internal and external relationships

- Directors, Strategic Advisors and People Leaders
- Risk & Compliance
- Internal Communications
- Key Partners, Providers and Suppliers

Key responsibilities

- Plan, manage and deliver business led initiatives to agreed scope, time, quality and cost.
- Develop appropriate documentation including managing initiative plans and tracking progress.
- Identify and manage risks, issues, dependencies and actions for the initiatives and handle issues that arise.

- Develop clear, concise reports and presentations that effectively communicate initiative performance, outcomes, and actionable recommendations to stakeholders.
- Facilitate collaborative sessions with cross-functional teams to solicit and integrate diverse perspectives to enhance decision-making and achieve optimal outcomes.
- Collect relevant data to support continuous improvement, initiative and evaluation and assurance activities.
- Implement a structured stakeholder communication plan to support the delivery and embedding of the initiative outcomes.
- Evaluate existing processes and systems to identify areas for improvement and develop and implement optimisation plans to streamline operations, increase efficiency and effectiveness.
- Produce internal and external reporting including supporting the development dashboards and making recommendations for improvements based on insights.

Key Skills and Experience

- A minimum of 5 years experience in project management based roles, including use of agile methodologies such as Agile, Scrum or Prince 2.
- Change management, business analysis and/or process improvement experience preferred.
- A Tertiary degree in a relevant field or relevant industry or technical qualification and certifications and commitment to on-going professional development.
- Ability to lead change and ensure key stakeholders are fully involved.
- Proven relationship management skills including the ability to lead cross-functional teams, influence and deliver results through others, able work effectively with key stakeholders internally and externally.
- Able to deal with ambiguity and complexity.
- Excellent verbal, written and interpersonal communication skills.
- Experience working with tools to collate and present data and information in simple, easy to understand and innovative ways.
- Strong analytical skills and good attention to detail.

Capabilities

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| Strategic | <p>Strategic thinking: We make informed decisions and take considered risks, which incorporate both short and long term factors and are aligned with our Bank Strategic Plan and values. We prioritise activities and make choices which are most likely to enable the delivery of shared goals. We scan the horizon for emerging opportunities and plan current activities with the future in mind.</p> |  |
| | <p>Critical thinking: We understand the goals and values of the Bank, set a clear direction and help colleagues to translate strategic priorities into the delivery of specific outcomes, which are informed by evidence and insight. We build confidence and commitment in the way that we listen to the views of others, act on our plans, learn from our setbacks and celebrate our successes.</p> |  |
| Engaging | <p>Collaborative: We build effective working relationships with a wide range of internal and external stakeholders to shape the future through creative collaborations and teamwork. We demonstrate the impact of our contribution through regional, national and international partnerships and we work together with our diverse range of colleagues, students and partners to understand their needs and deliver excellent outcomes.</p> |  |
| | <p>Communicating with Impact: We build trust and gain buy-in to shared goals through our professionalism, integrity and effective communication skills. We influence and engage others across and beyond the Bank through active two-way dialogue and by promoting a clear and targeted message which positively reflects on our Brand and reputation.</p> |  |
| Constructive | <p>Delivering Results: We take responsibility for delivering change efficiently and making things happen. Barriers and challenges are resolved promptly and success is celebrated. We are committed to ensuring that positive change is sustained and embedded to drive future success. We take a proactive approach to developing solutions and processes which are accessible, inclusive and user friendly.</p> |  |
| | <p>Developing Others: We equip colleagues to perform to the best of their ability and realise their potential through ongoing feedback, coaching and development. We value and recognise the benefits of working with a diverse range of talented colleagues and actively seek to build inclusive teams in which all team members can thrive.</p> |  |
| Self-Awareness | <p>Resilience & Adaptability: We are able to adapt to changing priorities and seek to create a positive and healthy working environment in the way that we engage with and support others.</p> |  |
| | <p>Self-Awareness: We understand our individual leadership style and adapt our approach in response to the situation and the needs of others. We regularly seek feedback to increase our levels of self-awareness and are committed to undertaking development to improve our personal effectiveness.</p> |  |
| Innovation | <p>Innovation & creativity: We actively seek and use feedback to drive continuous improvement. We challenge ourselves and others to be the best we can and share best practice from across our Bank and beyond. We create an environment where new ideas and creative problem solving are encouraged and acted on.</p> |  |