National Manager Business Analysis and Reporting

Position Details

Reports to: Deputy Chief Executive: Finance	**Location: Police National Headquarters**
District/Service Centre: Finance	**Shift work/non shift work: non shift work**
Group: Finance	**Remuneration range: SM 2**
PHPF Level Purpose: Strategic Leader	**Employee Type: Permanent**
Direct reports: Manager Business Analysis and Reporting	**Delegated Financial Authority: TBD**

Context

New Zealand Police is the lead agency responsible for reducing crime and enhancing community safety. We work in partnership with individuals, communities, businesses and other public sector agencies to achieve our vision of Safer Communities Together.

The purpose of the Finance Group is to enable us deliver "Our Business" within budget.

The National Manager: Business Analysis and Reporting (BAR) is a senior leadership role leading Finance in providing trusted financial advice which goes beyond the numbers. The role leads the BAR team to deliver high quality, robust financial advice and insight into the performance of Police to enable Police to achieve Our Business.

Purpose

The main purpose of the BAR team is to proactively:

- Provide high quality and timely financial reporting and advice to Police.
- Provide critical support and analysis to Finance in understanding and implementing national initiatives and funding.
- Challenge and provide insight into decision making and forward planning.
- Support and validate financial planning, risk management and opportunities (Business Cases).

The primary purpose of the role is to:

- Provide a key leadership role in both Finance and Police.
- Enable agility and flexibility in responding to frequent urgent Ministerial and business requests.
- Ensure the integrity of financial information provided to internal and external users.
- Understand the information provided accurately reflects the performance of the business.
- Actively identify and manage organisational financial risks.

- Drive continuous improvements of Finance's processes and procedures to ensure sound financial management, resource allocation and decision-making.

To support the delivery of these outcomes the National Manager BAR will:

- Actively develop effective relationships with key internal and external stakeholders.
- Proactively look for opportunities to drive service improvement.
- Be an active member within the Finance Leadership Team and the New Zealand Police National Managers team.

The purpose of leadership in this role is to:

- Proactively deliver high quality services, support and advice to managers and staff.
- Provide evaluation and coaching to lift performance of each individual member of the team
- Future builder – help staff, Finance and New Zealand Police to navigate the future
- People builder – develop people and identify talent
- Deliver – make things happen, with and through others.

Accountabilities

1. Look after our people

- Actively encourage and enable Wellness and Safety initiatives and training.
- Understand the hazards faced by the team and enable them to eliminate or minimise the associated risk.
- Ensure all team accidents, incidents and near misses re reported, investigated and endorsed in MyPolice.
- Proactively manage employee return to work programmes where required.

2. Strategic Delivery

- Drive an uplift in performance of Police and Finance.
- In conjunction with the other Finance Managers, develop strategies to deliver outcomes required, determine financial resource requirements to implement them, and work to secure the necessary resources.
- Proactively manage finance across the NZ Police organisational matrix, to ensure resources required to deliver organisational results are secured.
- Deliver synergies and opportunities across the wider NZ Police.
- Act as a key business partner and coach to senior customers throughout the organisation.
- Contribute to the effective delivery of the NZ Police organisational mission by active involvement in key proposals and strategies.
- Provide financial leadership to NZ Police as part of the Finance Executive Team.
- Define and agree regular information requirements with other Finance areas; deliver these to agreed levels and timeliness.
- Ensure financial information, analysis and advice is appropriate, timely and consistent, of high quality and is verifiable.
- Apply appropriate risk management strategies to identify and mitigate risks
- Represent New Zealand Police and Finance on relevant internal and external forums/committees as required.

3. Service delivery

- Ensure that information supplied is meaningful, accurate, verified and timely.
- Present complex financial issues to the respective audiences.
- Ensure New Zealand Police is compliant with the Public Finance Act, taxation and other relevant legislation, accounting standards and Treasury guidelines.
- Provide leadership, working across all Finance areas to provide improved business processes, systems and financial services.
- Champion process analysis and improvements, as a key enabler for the wider Finance team to achieve their objectives.
- Proactively provide business advice and support to the business.

4. Systems

- Ensure business improvement initiatives from other areas are identified, prioritised and resourced, in consultation with other National Finance Managers, Business Owners and their stakeholders across NZP.
- Promote, participate and/or lead projects that provide cost effective business solutions across the wider NZ Police, drawing on all sources of expertise within NZ Police Finance.
- Champion and build commitment for improvements to financial processes, policies and systems.
- Provides expertise and guidance in implementation of change across Finance Group and NZ Police.

5. Team leadership and management

- Champion continuous improvement of staff capability within the BAR team and across all of Finance.
- Leads, coordinates, develops and monitors the work of the team.
- Plans, develops and monitors the performance of staff in the team ensuring that they are motivated, trained and encouraged to the best of their abilities.
- Provides leadership and direction for the team and acts as a role model.
- Leads and manages the team in relation to:
    - Human resource management
    - Project management
    - Financial management
    - Communication management
- Ensures systems and behavioural alignment to the integrity, ethic and values of the organisation.
- Ensures the promotion of values and ethics within the team.
- Encourages behaviour that develops a constructive culture as described by the identified ideal culture.
- Engage with stakeholders to develop measures for and monitor performance.
- Act as a role model in the areas of professional commitment and business management to build an environment that value and supports the delivery of exceptional service.
- Oversee and direct the work activities and performance of reporting staff.

- Ensure annual performance objectives and training plans for each staff member is established and appropriate counsel, follow up and recording of what has been agreed/completed is undertaken.
- Provide appropriate support to Official Information Act (OIA) and other official questions as required.
- Carry out other functions skilled and/or qualified to perform as directed by the Deputy Chief Executive Finance.

6. Relationship management

- Establishes and maintains appropriate internal and external working relationships with:
    - The Deputy Chief Executive Finance, the Finance Group, the Executive and Senior Managers within Police National Headquarters.
    - District Commanders and Senior Business Managers.
    - Property management and project management service providers.
    - Other relevant sector and industry groups.
- Develops and fosters and understanding of roles and responsibilities with key stakeholders.
- Keeps up to date with current trends in finance and maintains professional networks.
- Actively engage with stakeholders to motivate and build commitment to actions/projects/takes that progress NZ Police's vision, values, systems and processes.
- Actively build communication channels across the Finance Group to ensure alignment and commitment to Finance goals.
- The successful applicant can expect to build and maintain relationships across the Public Service. Critical relationships this role may influence include:

- New Zealand Police Executive
- District Commanders
- National Managers
- Property Management
- Programme and Project Managers

Additional Requirements

For selection purposes, candidate suitability will be considered in relation to:

1. Potential to perform well in the position, given a reasonable period of time for familiarisation and/or training.
2. Personal attributes and temperament relevant to the position.
3. General health which will allow for the performance of all duties and functions of the position.

Qualifications

- A relevant tertiary qualification and hold qualified Chartered Accountant status with CAANZ or a similar professional qualification/body.

Skills and Experience

- At least 5 years' experience in a Senior Manager's role.

- Significant experience in leading teams and all aspects of people management
- Leading change
- Experience in leading senior level stakeholder relationships
- Knowledge and understanding of the public sector financial management environment
- Good communicator with strong oral and written presentation skills