

Independent Police Conduct Authority (IPCA)

Position Description

Position title:	Senior Adviser Organisational Planning and Performance
IPCA Group:	Corporate
Location:	Wellington
Date of issue:	February 2023
Reports to:	Manager: Corporate
IPCA HR Ref:	

PURPOSE OF THE ROLE

The Senior Adviser Organisational Planning and Performance is a key position that supports the Manager: Corporate to deliver results across a breadth of functions and to provide assurance to the Board, Chair and General Manager around compliance and internal policies and procedures.

The Senior Adviser Organisational Planning and Performance will support the Manager Corporate to

1. facilitate the Authority's accountability, and machinery of government functions to ensure that the Authority meets its statutory obligations and maintains effective relationships with the Ministry of Justice and the office of the Minister of Justice;
2. contribute to longer term planning;
3. facilitate the development and delivery of business plans and project plans; and
4. deliver audit process, budget bids, requirements from the Crown Entity Monitoring Group and adhoc analysis and reporting as required by the General Manager or Board.

ABOUT THE IPCA

The IPCA is an Independent Crown Entity established by the IPCA Act to investigate and resolve complaints against the Police. The IPCA receives and investigates complaints alleging misconduct or neglect of duty by Police employees, or concerning any practice, policy, or procedure of the Police.

The IPCA also investigates incidents where a Police employee causes, or appears to have caused, death or serious bodily harm. The IPCA also has responsibility for monitoring and reporting on Police custodial facilities as a National Preventive Mechanism under the Optional Protocol to the Convention Against Torture (OPCAT).

The IPCA is governed by a Board, which is chaired by a Judge. The Chair is also the operational head of the IPCA.

The IPCA core values are independence, trustworthiness, accountability, timeliness, vigilance and integrity.

THE IPCA'S CORPORATE TEAM

The Corporate Team provides sound, customer-oriented services (some outsourced) which ensure the IPCA's capability continues to develop and improve in alignment with wider government and state sector requirements, obligations and responsibilities. The Team provides enabling services and support to all areas of the IPCA to assist in the delivery of the IPCA's operational functions.

Major activities involve contributing to all aspects of business planning, strategy and policy development; delivering prudent financial management and reporting; producing accountability documents and establishing systems that are compliant with Crown entity reporting requirements; providing human resources management advice and services; ensuring (outsourced) information technology systems and capability meet the needs of the organisation; providing communication services and products; monitoring and managing outsourced services; and maintaining administrative systems and processes across the organisation.

THE IPCA'S OPERATIONS GROUP

The IPCA Operations Group includes three functional service delivery areas: investigations; resolution; and OPCAT.

The Operations Group is supported by a Corporate Team, Principal Operational Advisers and Senior Operational Advisers who work across the Group.

IMPORTANT RELATIONSHIPS

Internal:

- IPCA Chair
- General Manager
- Manager Corporate
- Other Managers
- Corporate Team members
- Senior and Principal Operations Advisers
- Other IPCA staff

External:

- Staff in the office of the Minister of Justice
- Managers and staff - Crown Entity Monitoring, Ministry of Justice
- Counterparts in other government agencies/departments (including Crown entities)
- Office of the Auditor-General/Audit New Zealand, other external auditors
- Relevant professional contacts and liaison networks

KEY ACCOUNTABILITIES

Accountability	Deliverables / Outcomes
<p>Planning/performance and reporting</p>	<ul style="list-style-type: none"> • Deliver the timely production of core accountability documents - Statement of Intent, Statement of Performance Expectations, Annual Report and all periodic reporting required from the Minister’s office, Select Committee’s or other agencies • Contribute to the provision of thought leadership on strategic and business planning, accountability reporting and evaluation ensuring alignment with the Authority’s strategic objectives • Contribute to the development of IPCA’s longer term strategic and annual business planning framework • Contribute to the production all internal performance reporting requirements including the development and implementation of best practice performance measurements that enable effective decision making. This includes the reporting of progress against the work programme. • Provide high level and detailed quantitative and qualitative analysis with reporting • Monitor and evaluate external factors influencing Crown Entity accountability and reporting requirements and implement required changes. • Identify, monitor and report risks in relation to the planning, performance and machinery of government functions • Review the business planning and performance functions to identify and implement agreed continuous improvement initiatives with reporting systems and processes • Work collaboratively with others to ensure all work is well planned, utilises work planning tools and methodologies that include taking strategic and tactical approaches to achieve results
<p>Providing assurance to the Chair and Board</p>	<p>Compliance</p> <ul style="list-style-type: none"> • Provide advice to the Manager Corporate to ensure the IPCA is compliant with all Crown entity reporting requirements • Input and provide quality assurance in the development of internal policies as required • Ensure that the IPCA is aware of all future compliance obligations through actively utilising the ‘Comply with’ tool, familiarity of legislative change and wider government initiatives and compliance requirements. • Contribute to the preparation and delivery of responses to Parliamentary/Select Committee questions and Ministerial enquiries • Support the Manager Corporate with preparation of briefings to the Incoming Minister (BIM)

Accountability	Deliverables / Outcomes
	<ul style="list-style-type: none"> • Provide quality assurance to Board papers as required to ensure content aligned to any accountability and performance requirements <p>Risk</p> <ul style="list-style-type: none"> • Maintain an effective risk assessment programme which identifies appropriate future operational responses to enable strong mitigation and management of potential risks, including collaborative input and review at regular intervals. • Provide advice to the Manager Corporate to ensure the IPCA's risk management policy and procedures are maintained in keeping with best practice, including managing the IPCA's risk register
Financial management, budgeting	<ul style="list-style-type: none"> • Support the Manager Corporate with information for budget bids and the Crown Entity Monitoring Group as required • Support the Manager Corporate with the annual audit process and adhoc requests by Audit as required.
Relationship Management	<p>Identify and develop key strategic relationships including:</p> <ul style="list-style-type: none"> • Staff in the office of the Minister of Justice • Managers and staff Crown Entity Monitoring, Ministry of Justice • Counterparts in other government agencies/departments (including Crown entities) • Relevant professional contacts and liaison networks

COMPETENCIES

Displaying self-awareness and a self-improvement focus	<ul style="list-style-type: none"> • Knows themselves (what they do well and less well); can assess their performance and impact on others in the absence of feedback; seeks and values feedback; has a learning mindset and is committed to developing and improving themselves.
Strategic and business planning	<ul style="list-style-type: none"> • Collates and moderates inputs from relevant functional areas to inform strategic objectives, priorities and plans • Manages and maintains functional initiatives and activities to ensure alignment with the organisation's strategic objectives and business plans
Monitoring and evaluation	<ul style="list-style-type: none"> • Monitors and evaluates to identify issues and opportunities and support decision-making processes • Reviews activities to measure effectiveness against outcomes and deliverables
Advise and influence	<ul style="list-style-type: none"> • Provides proactive and frank advice that is impactful, influential and able to be utilised • Frames advice in the context of relative priorities • Ability to influence others and shape debate • Anticipates and times the delivery of advice to maximise impact and influence
Communication	<ul style="list-style-type: none"> • Demonstrates effective written, verbal and interpersonal communication skills • Ability to convey complex or technical information both verbally and in written form to a range of audiences
Relationship management	<ul style="list-style-type: none"> • Builds and maintains relationships with a wide range of people to achieve organisational outcomes
Analysis and judgement	<ul style="list-style-type: none"> • Demonstrates strong qualitative and quantitative analytical ability • Demonstrates strong judgement and decision-making skills • Ability to distil complex and competing information to identify key themes and issues • Takes a strong evidence-based approach to decision-making.
Commitment to Te Ao Māori and tikanga Māori	<ul style="list-style-type: none"> • Understands the principles of Te Tiriti o Waitangi • Have an understanding of tikanga and are confident in situations where tikanga is observed, including standard practices within the IPCA • Have basic te reo Māori and a commitment to development • Commitment to participating in team tikanga/te reo learning sessions
Technical knowledge	<ul style="list-style-type: none"> • Demonstrates the qualifications, skills, knowledge and experience required to successfully undertake the position (detailed in the person specification of the position description)

Person Specification

Education, Skills, Knowledge and Experience

Required:

- Experience in all aspects of the Machinery of Government
- Experience delivering the production of internal and external reporting requirements, specifically operational financial reporting, the Statement of Intent, Statement of Performance Expectations, Annual report
- Experience in analysing and interpreting high level issues and information and the ability to present in simple and clear ways to enable effective decisions.
- Excellent organisational skills along with the ability to think ahead, use initiative, establish priorities and meet deadlines whilst preserving the highest levels of accuracy and confidentiality
- Strong interpersonal, oral and written communication skills and the capacity to manage relationships at all levels, including with the Board
- Proven record of delivery of high-quality work, including when working with ambiguity and time constraints
- Demonstrated ability to operate and contribute at a strategic level

Desirable:

- A relevant tertiary qualification