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| ADVISOR (all levels) | |  <p>NEW ZEALAND PRODUCTIVITY COMMISSION Te Kōmihana Whai Hua o Aotearoa</p> |
| Reports to: | Director | |
| Date: | June 2021 | |

BACKGROUND

The New Zealand Productivity Commission – Te Kōmihana Whai Hua o Aotearoa – is an independent Crown entity that provides advice to Government on improving productivity in a way that is directed to supporting the overall well-being of New Zealanders, having regard to a wide range of communities of interest and population groups. We conduct in-depth inquiries on a diverse range of topics selected by Government; carry out productivity-related research; and, undertake a range of activities to promote better understanding of productivity issues.

The Commission’s work requires it to be an expert research, analytical, and advisory body – and to build the necessary capability for such a body. Of critical importance are the people that the Commission employs and further develops. Alongside our independence, the Commission is in a unique position to influence public policy debates. Our teams create practical and innovative solutions to complex and ambiguous problems – distilling issues and discussions into key insights and trade-offs.

Day-to-day management of the Commission is carried out by the General Manager. The Commission has a Board, comprising a Chair and up to 3 other Commissioners, who are responsible for overseeing the work programme and overall governance of the Commission including setting strategy.

PURPOSE OF ROLE

The purpose of the Advisor role, at all levels (i.e. Advisor, Senior Advisor, Principal Advisor), is to assist the Commission to deliver its core functions of inquiries, research, and promoting understanding of productivity. The Advisor role will contribute to inquiries or research, working to an Inquiry Director or the Director, Economics & Research. The roles may also work across team boundaries as business needs require. The different levels of the role are based on the Commission’s judgement of skill and experience.

These roles require people with:

- An understanding of Te Tiriti o Waitangi and the Crown’s responsibility to act as a good partner and a willingness to engage with Te Ao Māori perspectives and frameworks
- Analytical and advisory skills and ability in areas such as public policy development, economics, quantitative and/or qualitative methodologies, law, or related disciplines
- Written and verbal skills to communicate complex issues and concepts with influence
- Experience in developing policy and using a wide range of economic and analytical frameworks
- Ambition to create practical and innovative solutions to complex and ambiguous problems
- Excellent interpersonal and collaborative working skills and experience of building and developing productive relationships with a range of stakeholders
- A well-developed understanding of the machinery of government
- *For the Principal Advisor level* – a strategic thinker with experience leading significant projects, guiding and supporting team members, and experience influencing cross-cutting policy discussions

WHAT YOU WILL DO: KEY ROLE REQUIREMENTS

Overview

- Undertake robust analysis and research
- Develop sound advice
- Communicate and engage with a range of stakeholders to develop and test research, analysis and advice
- Operate effectively as part of a team
- Plan, organise and manage activities and outputs
- *For Principal Advisors*, support the Director and mentor and coach team members

Key role requirement: Analysis and advice

Key requirements

- Assess requirements to meet inquiry and research objectives
- Acquire information from relevant sources and identify key insights
- Apply frameworks to the synthesis and analysis of information and research
- Clearly identify problems that need to be assessed
- Identify effective and innovative solutions, based on analysis undertaken
- Assess options and develop practical advice, linking back to evidence
- Write and present clearly and lucidly

Key outcomes

- Robust, evidence-based analysis
- Analysis and advice is seen as being of high-quality, practical, relevant and credible

Key role requirement: Research

Key requirements

- Identify relevant research topics, working with inquiries and research teams
- Collate research, information and data from relevant sources
- Undertake research and analysis on agreed topics and integrate with results of research from other sources
- Identify key insights and trends and develop sound conclusions, linking back to information and data
- Report results and conclusions in a compelling manner

Key outcomes

- Insightful research, supported by evidence and sound reasoning
- Conclusions and information are useful and well-presented within the Commission
- Information and analysis is presented in innovative ways for ease of interpretation and impact

Key role requirement: Communication and engagement

Key requirements

- Write and present in plain language
- Develop or contribute to the development of engagement plans to test analysis and advice with others
- Develop and contribute to the development of effective communications and engagement activities
- Participate in engagement activities, maintaining the impartiality and independence of the Commission

Key outcomes

- Engagement and communications are well planned, well delivered and timely
- Communications are recognized as being clear and skillful within the Commission
- Rapport is built with external people who view the Commission's work as robust and its engagement as effective

Key role requirement: Effective team contribution

Key requirements

- Work collaboratively with colleagues and others inside and outside the Commission
- Demonstrate personal leadership and responsibility
- Seek innovative solutions and continuous improvement
- Contribute ideas and advice freely and frankly
- Continuous communication of ideas, progress and results

Key outcomes

- Seen by others in the team as a valued and supportive team member, and someone good to work with
- Contribution to Commission's work and qualities as a team member are recognized and valued by others

Key role requirement: Plan, organise and manage

Key requirements

- Apply project management principles and techniques, as appropriate to the activity being undertaken
- Ensure the scope of activities are properly defined, resource requirements are identified and work outputs are delivered within agreed timeframes
- Ensure others involved can provide effective input and contribution

Key outcomes

- Activities are well planned, adequately resourced, coordinated and delivered within agreed timelines
- Work and activities are seen by others as well-planned and managed

Key role requirement (for Principal Advisors): Support the Director and mentor & coach staff

Key requirements

- Lead by example in demonstrating personal leadership
- Establish clear and effective communication and rapport with team members
- Provide opportunities for professional and personal growth through setting stretching yet realistic objectives and planning relevant development activities
- Ensure that team members work is well planned, well directed and adequately resourced
- Encourage a two-way dialogue about progress and results

Key outcomes

- Team members are performing and developing
- Recognised by others as bringing out the best in people and the team

General requirements

- Undertake any other tasks required to support the Commissions functions, objectives and plans, as and when assigned
- *For Senior and Principal Advisors* – Manage external providers (e.g. consultants) relating to research and analysis

CAPABILITY: WHAT YOU WILL BRING TO THE ROLE

All of these attributes, abilities and experiences will differ and graduate between the different levels of the Advisor role

Key attributes

- Service-focused with an ability to implement through influence
- A grounded, real-world, plain-language approach
- Ability to think strategically but also implement in practice
- Innovative and able to generate new ideas
- Responsive and makes things happen with a can-do attitude
- Leads the Commission's values: being **ambitious** and **productive**, taking a **real-world** view, being **supportive** of each other, and **even-handed** in the way we approach key issues and our work

Key abilities

- Well-developed research ability
- Critical and lateral thinking skills
- Conceptual thinking and problem-solving skills

- Written and oral communication skills
- Numerate, able to identify and distill key information and trends and producing insights from data
- Experience in quantitative and/or qualitative methodologies and applying these to the investigation and analysis of complex policy problems
- Relationship management
- Interpersonal savvy
- Judgment about what is important and what issues to escalate

Experience

- Experienced in developing and providing analysis and advice in economics or other related disciplines
- Strong written and verbal skills with the ability to communicate complex issues and concepts with influence
- Experience in and an in-depth understanding of policy formulation, including economic and analytical frameworks
- Track record of creating practical solutions to complex and ambiguous problems
- Demonstrated experience in working with others to find solutions
- Previous experience working in government settings and working with legislation, public policy, and the machinery of government
- An understanding of Te Tiriti o Waitangi and the Crown's responsibility to act as a good partner and a willingness to engage with Te Ao Māori perspectives and frameworks
- *Principal Advisors* – Experience leading significant projects and guiding and supporting team members

Education & qualifications

Essential - tertiary qualification in economics, public policy, or a related discipline (or equivalent knowledge, skills and experience gained in the workforce) and a commitment to ongoing professional development

Desired - post-graduate qualifications in related disciplines; for research roles in particular: a relevant research-based post-graduate qualification, preferably to Masters level (or equivalent knowledge, skills and experience gained in the workforce)

PROGRESSION

Progression through the levels of Advisor is possible at the Commission's discretion at any time, without the need for a vacancy or a recruitment process. A formal process for progression will be followed, most likely as part of the year-end performance assessment process. Providing for progression reflects the Commission's desire to develop and invest in its staff to enhance their careers and maximise contribution to the Commission.

HEALTH, SAFETY, AND WELL-BEING

At the Commission we expect staff to:

- Help maintain a safe working environment by complying with and supporting all health & safety policies, guidelines and initiatives
- Take all practicable steps to ensure you don't harm yourself or others
- Report all incidents and help to identify and manage hazards
- Support the Commission's appointed Health & Safety Officer as required and appropriate