

# Planning, Performance and Reporting Advisor



*The Planning, Performance and Reporting Advisor contributes to GNS Science's planning, performance and reporting processes and documents, by coordinating input into the organisation's planning and reporting processes. This includes critically assessing information to track, monitor and analyse organisational performance against goals and objectives, and preparing reports and documents. The role is also responsible for the reporting process for contracted programmes.*

<b>Reports to:</b>	Planning, Performance and Reporting Manager
<b>Department:</b>	Planning, Performance and Reporting
<b>Group:</b>	Business Services
<b>Tenure:</b>	Permanent
<b>Location:</b>	Avalon
<b>Direct reports:</b>	Nil
<b>Budget:</b>	Nil
<b>Career Path:</b>	Corporate
<b>Job Family:</b>	Business Performance
<b>Career Step:</b>	6
<b>Date:</b>	February 2024

## Planning, Performance and Reporting functions

The Planning, Performance and Reporting Department is a small, agile team that works alongside leaders across GNS Science to help shape the organisation through planning, performance management, reporting, and accountability processes. The team is responsible for coordinating and delivering key strategic and statutory documents, including the Statement of Corporate Intent, GNS Business Plan and other business planning documents, the GNS Annual Report and other key reporting documents.

## Position priorities and responsibilities

### Team Work

- Work effectively as a member of the Planning Performance and Reporting team to support the Manager and provide coverage of functions.
- Support a positive culture and morale.

### Planning, Performance and Reporting

- Coordinate and assist in the preparation and review of statutory and non-statutory planning documents.

- Coordinate and assist in the preparation of statutory and non-statutory reporting to the shareholder.
- Lead the contestable funding reporting process and ensure delivery to external agencies to agreed standards and timeframes, including liaising with senior management and funders.
- Work with managers, programme leaders and report contributors to gather, prepare and review key documents.
- Ensure information is clearly conveyed and complex information is synthesised, for example, through the use of dashboards, graphs, metrics and other infographics.
- Contribute to the development and communication of planning and reporting processes, templates and timeframes.
- Coach and mentor team members and staff on the use of our reporting system(s).
- Assist in designing and develop systems and processes for monitoring, evaluation and communicating programmes outcomes.
- Contribute to any forums that support the planning, performance and reporting frameworks.

### **Responsibilities of all staff**

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- Comply with all GNS Science policies and procedures.
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework.

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

### **Key working relationships**

#### **Internal:**

- Executive Leadership Team, managers and staff.

#### **External:**

- Ministry of Business, Innovation and Employment, other Crown Research Institutes, Toka Tū Ake EQC, Royal Society of New Zealand, other Government Ministries and Departments.
- Auditors, graphic designers.

### **Person specification**

#### **Skills, knowledge and attributes**

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- Strong analytic skills.
- Demonstrated understanding of the design and development of business planning and annual planning documents.
- Effective relationship management skills across multiple business groups and teams.
- Be competent in gathering, reviewing and editing, analysing and presenting qualitative information to a wide range of audiences.
- Advanced Excel, data analysis and reporting skills, including financial literacy.
- Accuracy and attention to detail.
- Able to manage and drive activity through times of ambiguity.
- Able to multi-task.

## Experience

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### Essential:

- Experience with non-financial planning and reporting.
- At least 5 years' experience in an analyst or similar role.
- A sound working knowledge of relevant legislation and policy in relation to integrated planning and reporting.

### Desirable:

- Experience in science system planning, reporting or research management (e.g., government, CRI or university).

## Qualifications

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### Essential:

- A tertiary qualification in a relevant discipline (e.g., sciences, economics, public policy, business management), and/or extensive comparable experience in a similar role.

## Performance Dimensions

At a high level, GNS Science recognises six **Performance Dimensions**: three relate to technical capability, one relates to leadership (if applicable) and two relate to the *way we work*. Below are the general expectations that are the minimum standards expected of all staff. There are also expectations that specifically relate to the career step associated with the role; you can find these on GNS Online.

## Technical capabilities

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### Scope, complexity and innovation

- Enduring commitment to maintaining and developing skills and knowledge in area of expertise.
- Both the ability and desire to apply appropriate rigour, principles and practices to deliver quality work in a cost-effective manner.
- Acts in a manner that conveys high personal and professional standards.
- Open to coaching and feedback – incorporates suggestions to find better ways of doing things (to improve own and GNS Science performance).

### Contribution to GNS Science / profession

- Establishes and maintains effective and collaborative working relationships – with colleagues and external individuals and groups.
- Both the ability and commitment to work in a culturally responsive and inclusive manner; respecting and valuing the diverse perspectives of individuals and groups.
- Takes an interest in early career colleagues, graduates and students – provides coaching and/or mentoring as appropriate. Supports initiatives to promote science careers.
- Prevents harm to self and others by carrying out duties safely and responsibly.

### Delivery of work

- The ability and commitment to deliver pieces of work and projects on time to required quality, cost and benefit parameters.
- The application of appropriate project management rigour, principles and practices to delivering quality projects in a cost-effective manner

## Behavioural expectations

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### Manaakitanga – we do the right thing

Champions a positive working culture. Works and interacts with colleagues, external partners, stakeholders and customers in a way that is consistent with our values:

- We are **CONNECTED** in our purpose; with each other, with partners and stakeholders and with our communities.
- We are **INSPIRED** by our work to explore, challenge, innovate and aim higher.
- We are **EMPOWERED** to be our best – valued for our differences, encouraged to contribute and enabled to grow and develop.

### Bicultural commitment

- As a Crown Research Institute, GNS Science is committed to partnering with iwi/hapū and Māori communities and agencies to achieve their science aspirations.
- We do this in a way that is culturally appropriate (**tikanga**) and honours Māori and non-Māori worldviews (**te ao**).

These expectations are intended to support and guide the development of individual staff.