

Role Description

Role Details

Title	Senior Portfolio Performance Analyst
Manager Title	National Enterprise Portfolio Manager
Directorate and Group	Organisation Support, Business Services
Band	Tier 5, Band F
Date	May 2024
Approved By	Deputy Director-General, Organisation Support

Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa

I āianeī, ā, hei ngā rā ki tua hoki, he kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a Ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

About DOC

The Department of Conservation *Te Papa Atawhai* (DOC) protects and sustains nature for current and future generations. Our purpose is to ensure that Papatūānuku thrives. We do this by:

- Protecting land, species, ecosystems, and cultural heritage for conservation purposes
- Managing threats and adverse impacts
- Being a voice for conservation
- Connecting people to nature

All New Zealanders have a role in keeping nature healthy. We partner with whānau, hapū and iwi and collaborate with commercial partners, NGOs, volunteers, and government agencies to improve conservation outcomes.

Role Purpose

This purpose of this role is to lead the development of project, programme and portfolio level reports and analysis for presentation to Senior leaders across DOC.

Key working relationships

Internal	External
Programme managers and delivery teams Governance members SROs and Sponsors Senior leaders across the department Delivery business partners particularly: <ul style="list-style-type: none">- Strategic Finance- Integrated planning and reporting- Procurement services- Asset management- Change Management Directorate Wider EPMO team Planning and Reporting team Risk and Assurance team	Stakeholders and partners

General

Employees are required to respond to DOC's changing needs, performing other tasks as reasonably required.

DOC may make reasonable changes to the role in consultation with the role holder. This could include adjustment of the allocation of portfolios and responsibilities among members of the team from time to time.

You are required to maintain a strict sense of personal ethics, maintain confidentiality and privacy, and abide by DOC's Code of Conduct.

Key Accountabilities

Accountability	This includes...
Portfolio analysis and reporting	Developing portfolio dashboards to ensure Senior Managers and key stakeholders have accurate reporting, analysis, and support to enable informed decision making Providing strategic level commentary on the portfolio-wide view of projects and programmes Developing trend analysis and reporting across DOCs investment portfolio Supporting other EPMO roles in the presentation of portfolio related data and insights Providing data and insights to inform portfolio prioritisation and pipeline

Accountability	This includes....
	<p>Leading the assessment, configuration and roll-out of a portfolio management software tool, ensuring it is appropriate to meet ongoing and changing requirements</p> <p>Identifying changes required to ensure the tool enables and supports the project delivery workflow</p> <p>As a power user of the portfolio tool, providing a quality level of support across the business with respect to requests to the EPMO</p> <p>Coaching and enabling capability improvement across delivery</p> <p>Supporting the implementation of new or changed frameworks within the portfolio tool e.g. changes to enterprise risk management frameworks</p> <p>Providing information and insights by undertaking detailed reviews of performance data analytics to ensure critical decisions are made with the knowledge of underlying issues, trends, and opportunities.</p> <p>Ensuring finance data is available to track appropriate funding authorisation and tracking</p> <p>Supporting information gathering for the portfolio related to OIA's, Annual Review, Select Committee and Estimates questions</p> <p>Supporting the Treasury Major Programme and Project reporting processes and Treasury led Investor Confidence Rating (ICR) assessments</p> <p>The role uses its P3M experience to coach and enable capability improvement across the delivery within DOC.</p> <p>As a power user of the microsoft suite responsible for the enterprise portfolio performance monitoring, reporting and tool development.</p>
Supporting the Group's outcomes	<p>Contributing to the setting of team or directorate priorities, ensuring alignment of activities and resources</p> <p>Providing leadership across the directorate</p> <p>Supporting the Director or other Managers with specialist knowledge and expertise</p> <p>Supporting the learning and development of the wider EPMO team to ensure identified capability requirements are met</p> <p>Managing the pipeline of configuration changes to the Departments project management software and supports the Department-wide roll out of the tool.</p>
Stakeholder relationships	<p>Engaging with external stakeholders to share information, build relationships, and identify critical issues and opportunities</p> <p>Providing regular updates on key outcomes and undertakings for internal and external audiences</p> <p>Participating in engagement and feedback activities and ensuring feedback is incorporated into the work</p>

Accountability	This includes....
	Identifying critical issues and opportunities where feedback and/or engagement is required to proceed
Monitoring and delivery	<p>Undertaking comprehensive performance monitoring to regularly assess performance and identify areas of risk or concern</p> <p>Highlighting critical risks or issues, and identifying and implementing solutions</p> <p>Escalating performance issues in a timely manner</p> <p>Gathering feedback from customers and other stakeholders and seeing opportunities for improvement</p> <p>Understanding customer needs to anticipate and meet requirements</p> <p>Maintaining awareness of current and emerging trends to ensure the team's service remains fit for purpose</p>
Work management and delivery	<p>Delivering on tasks as set out in work plans, performance expectations, and task assignments</p> <p>Identifying critical issues and risks and ensure they are constructively raised and addressed</p> <p>Managing knowledge and information to ensure it is secure, current, and appropriate access protocols are applied</p> <p>Taking all practical steps to ensure your own safety and the safety of others in the workplace</p>

Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	<p>Minimum of 3 years experience with analytical work that requires the distillation of data into information and presentation for multiple stakeholders</p> <p>Structured understanding of project delivery gained through 2-3 years working in a project delivery environment</p> <p>Experience in analysing, interpreting, troubleshooting and applying problem-solving techniques using good judgment</p> <p>Sound understanding of Treasury processes such as Better Business Cases and Investment Confidence Rating as applied to P3M3</p> <p>Intermediate to expert skills across the Microsoft suit of tools including Power BI and Excel</p> <p>A high level of skill in analysing, interpreting and presenting data and distillation of data into information</p> <p>Qualifications in relevant project methodologies, e.g. PRINCE2, MSP or equivalent knowledge of project management</p>

Capabilities Required	
	<p>Ability to produce clear and succinct reporting to support decision-making and governance at various levels</p> <p>A high level of competency in the use of scheduling and monitoring tools</p> <p>Knowledge of the machinery of Government and the role and place of public service agencies</p>
Treaty partnership	<p>Understands the impact DOC and the wider public sector/government has on the Māori-Crown relationship</p> <p>Understands the obligations of the Crown under the Treaty of Waitangi and how Treaty settlement commitments impact area of responsibility</p> <p>Able to use day-to-day te reo and tikanga at work, e.g. waiata and pepeha</p>
Collaboration and interpersonal skills	<p>Works effectively with peers to solve problems</p> <p>Gains trust easily and supports peers</p> <p>Demonstrates and fosters collaboration across teams</p> <p>Proactively informs, and provides frank advice on sensitive issues</p> <p>Has a broad understanding of government processes and key interfaces with government and other public sector agencies</p> <p>Communicates clearly and with impact</p> <p>Fosters culture of innovation, drives system and process improvements</p> <p>Leads cross-functional work across DOC and contributes to wider organisational outcomes</p>
Delivering results	<p>Manages and delivers on work priorities, effectively allocating time and resources</p> <p>Integrates wide ranging information to support effective decision making</p> <p>Seeks different perspectives to check for and mitigate unconscious bias</p> <p>Manages risk effectively through appropriate identification, categorisation, and evaluation and/or mitigation</p> <p>High personal and professional standards and accuracy</p>
Relationship management, interpersonal and communication skills	<p>Works cooperatively and collaboratively with others</p> <p>Connects with others, builds trust and listens</p> <p>Shares information proactively and seeks to support others</p> <p>Communicates clearly and sensitively with a wide range of audiences</p> <p>Gains active participation and/or support for initiatives, from leaders and staff</p>

You are required to comply with the standard operating requirements of DOC, i.e., you must comply with the financial, health and safety, legal, people and other delegations set out in Standard Operating Procedures, policies, and instructions (refer to the Intranet for further information).