

Role Description

Role Details

Title	Senior Portfolio Performance Advisor
Manager Title	Portfolio Manager
Directorate and Group	Organisation Support, EPMO & Change
Band	Band F
Date	June 2026
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 role leads the delivery of portfolio analysis, reporting, and insights to enable informed, evidence-based decision-making by senior leaders. It also supports portfolio optimisation and strengthens delivery capability through improved tools, frameworks, and data-driven practices.

Key working relationships

Internal	External
Project managers, programme managers and delivery teams Governance members, SROs and Sponsors Senior leaders across the Department Delivery business partners, particularly: - Strategic Finance - Procurement - Asset Management - Information Systems and Services - Change Management Wider EPMO & Change directorate Business Assurance Strategy and Performance	Stakeholders and partners Other EPMOs across government

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, insights and reporting	Developing portfolio dashboards and reports to ensure Senior Managers and key stakeholders have accurate data, analysis, and support to enable and influence good decision making Translating complex data into clear, concise insights, strategic-level commentary and recommendations tailored for senior leaders & governance forums to support investment optimisation

Accountability	This includes....
	Undertaking comprehensive performance monitoring of the enterprise portfolio to regularly assess performance and identify areas of risk or concern to share with decision makers. Highlighting critical risks or issues, and identifying possible solutions Track and analyse available benefits data to understand the value gained from investments Supporting other EPMO roles in the presentation of project, programme and portfolio related data and insights Harnessing finance data to track portfolio funding authorisation and spend Supporting information gathering for the portfolio related to OIAs, Annual Review, Select Committee and Estimates questions Supporting the Treasury Investment Management System reporting processes
Portfolio Management tool ownership	Leading the assessment, configuration and ongoing ownership and maintenance of a portfolio management software tool to ensure it remains fit-for-purpose and responsive to evolving organisational needs Leading the support provided for this tool across the business Managing and prioritising the pipeline of configuration changes to the Department's portfolio management tool, including implementing any changes required due to framework updates
Investment portfolio optimisation	Providing insights to inform prioritisation and investment decisions, enabling DOC to design and manage portfolios that are achievable, balanced, strategically aligned, and outcome-focused Engaging with other teams to highlight risks, trends, and opportunities from portfolio performance, ensuring informed decision-making and driving consistent prioritisation Developing and analysing portfolio scenarios to assess impacts of funding, strategic priorities, sequencing, capacity constraints, and trade-offs Supporting senior leadership to understand portfolio alignment and providing informed advice and recommendations Collaborating with key stakeholders to ensure enterprise planning decisions are consistently reflected in projects and programmes
Functional leadership	Coaching and enabling capability improvement across delivery Responsible, together with colleagues in the team, for the maintenance and continuous improvement of DOC's Project Management Framework (PMF) and Programme Management

Accountability	This includes....
	Framework (PgMF), templates and guidance to ensure they are current, effective, and aligned to organisational needs. Supporting delivery teams to use EPMO frameworks and tools, and ensuring all projects and programmes are supported to deliver the Department's required outcomes. This includes developing induction guides & undertaking practice onboarding with colleagues in the team. Supporting a culture of continuous improvement where teams are learning from themselves and others' experiences and providing guidance Maintaining awareness of current and emerging needs and data analysis trends to ensure the team's services remain fit for purpose
Supporting the Directorate's outcomes	Contributing to the setting of team or directorate priorities, ensuring alignment of activities and resources Supporting the Director or other Managers with specialist knowledge and expertise Supporting the learning and development of the delivery teams to ensure identified capability requirements are met.
Stakeholder relationships	Engaging with stakeholders to provide support, share information, build relationships, and identify critical issues and opportunities at a portfolio level Actively seeking feedback from customers and other stakeholders in order to find opportunities for improvement, and adapting services to best meet customer needs Providing regular updates on key outcomes and undertakings
Work management and delivery	Delivering on tasks as set out in work plans, performance expectations, and task assignments Managing knowledge and information to ensure it is secure, current, and appropriate access protocols are applied Taking all practical steps to ensure your own safety and the safety of others in the workplace

Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	Demonstrated experience (3+ years) in analytical roles, or other relevant experience, with the ability to interpret, integrate and distil complex information into clear, decision-ready insights Strong understanding and experience (2+ years) of project, programme and portfolio delivery, including waterfall, agile and

Capabilities Required	
	hybrid approaches, supported by relevant qualifications (e.g. PRINCE2, MSP). Knowledge of Treasury and public-sector processes, including Better Business Cases, Gateway, and the broader machinery of government. Experience working within a Portfolio/Programme Management Office, including developing reporting and providing insights to senior leaders. Proficiency in the Microsoft suite, including intermediate to expert skills in Excel, Power BI, and portfolio performance, scheduling and monitoring tools. Ability to produce high-quality, concise reporting to support governance, assurance and decision-making at multiple levels.
Treaty partnership	Understands the impact DOC and the wider public sector and government has on the Māori-Crown relationship Understands the obligations of the Crown under the Treaty of Waitangi as this relates to area of work Aware of the differences between Māori and non-Māori world views and knows how to access more knowledge Understands how Treaty settlement commitments impact area of responsibility A sound understanding of te ao Māori, te reo me ngā tikanga Māori
Collaboration	Works cooperatively and collaboratively with others, building trust, sharing information proactively and supporting peers. Demonstrates and fosters collaboration across teams and disciplines, including facilitating problem-solving across diverse levels of experience. Seeks different perspectives to inform thinking and mitigate unconscious bias. Leads cross-functional work and contributes to wider organisational outcomes
Delivering results	Plans, prioritises, and organises work effectively to meet deadlines and deliver on agreed priorities across diverse programmes of work. Integrates wide-ranging information to support sound decision-making and proactively manages risk through identification, assessment, and mitigation. Manages time and resources effectively to deliver high-quality outcomes in complex, cross-functional environments. Maintains high personal and professional standards, accuracy, and accountability in all outputs.

Capabilities Required	
	Fosters a culture of innovation and continuous improvement, driving system and process enhancements and contributing to wider organisational outcomes.
Relationship management, interpersonal and communication skills	Communicates clearly, credibly and sensitively, both verbally and in writing, tailoring messages to diverse audiences and complex contexts. Provides frank, well-reasoned advice on complex or sensitive issues to senior leaders and stakeholders. Builds and maintains strong relationships with senior managers, partners and internal and external stakeholders, gaining support for initiatives. Influences, motivates and coaches others, including project and delivery leadership, to uplift capability and performance. Builds trust through listening and proactively sharing information to support others.

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).