# Ministry of Social Development logo

# Senior Portfolio Analyst

# Workplace Services

## Our purpose

**Manaaki tangata, Manaaki whānau**

We help New Zealanders to be safe, strong and independent

## Our commitment to Māori

As a **Te Tiriti o Waitangi** partner we are committed to supporting and enabling Māori, whānau, hapū, Iwi and communities to realise their own potential and aspirations.

## Our strategic direction



## Our Values



## Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, 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.

## The outcomes we want to achieve

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| --- | --- | --- |
| New Zealanders get the support they require | New Zealanders are resilient and live in inclusive and supportive communities | New Zealanders participate positively in society and reach their potential |

## We carry out a broad range of responsibilities and functions including

* Employment, income support and superannuation
* Community partnerships, programmes and campaigns
* Advocacy for seniors, disabled people and youth
* Public Housing assistance and emergency housing
* Resolving claims of abuse and neglect in state care
* Student allowances and loans

## **He whakataukī\***

|  |  |
| --- | --- |
| Unuhia te rito o te harakeke  Kei hea te kōmako e kō?  Whakatairangitia, rere ki uta, rere ki tai;  Ui mai ki ahau,  He aha te mea nui o te ao?  Māku e kī atu,  He tangata, he tangata, he tangata\* | If you remove the central shoot of the flaxbush  Where will the bellbird find rest?  Will it fly inland, fly out to sea, or fly aimlessly;  If you were to ask me,  What is the most important thing in the world?  I will tell you,  It is people, it is people, it is people |

\* We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī

## Position detail

### Overview of position

### The Senior Portfolio Analyst supports the development and delivery of comprehensive analysis of the property portfolio. The position will work closely with the Workplace Managers and Principal Portfolio Analyst to provide property planning analysis and advice to support portfolio investment and performance decisions, including sourcing and lease management strategies, asset management plans and financial management.

### Location

National Office

### Reports to

Programme Manager

## Key responsibilities

### Portfolio Information Management

* Contribute to the development of strategies, programmes and initiatives within the Property Portfolio that align with Workplace Services strategic and operational plans.
* Develop and maintain the information sets to support workplace asset management, long term investment and leasing decisions.
* Maintain the currency, integrity, and security of property information, ensuring that effective quality controls provide assurance on historical and forecast information is provided.

### Portfolio Analysis and Advice

* Provide high quality portfolio planning analysis and advice that supports effective decision-making: understanding options, opportunities and risk.
* Work with Principal Portfolio Analyst, Workplace Managers and Senior Property and Facilities Managers to ensure portfolio requirements are reflected in long term planning.
* Undertake analysis to provide high quality advice to the Workplace Managers in relation to planning, decision-making and prioritisation of workplace services related projects and programmes.
* Provide advice and analytical input into the work of others across the Workplace Services Group, including providing quality assurance through peer review.
* Participate in or lead projects or initiatives, including those that cross unit, group and inter-sectorial boundaries.
* Contribute to the development of methodologies, techniques, and procedures used within the Group.

### Information Stewardship

* Provide high quality advice for all workplace information with a focus on reliability, security, and availability.
* Work with the information Architects, to establish and maintain effective information architecture for workplace Services.
* Understand the information needs of all system stakeholders and establish real-time information availability for the core requirements.
* Role model a culture of responsible information use, transparency, and collaboration.

### Analysis and Reporting

* Analyse and review all available information and recommend options for implementation of new strategies, policies or initiatives. This may include, benchmarking/best practice standards, guidelines and change initiatives.
* Maintain a Reporting Calendar and ensure workplace information and report development meets the needs of all internal and external stakeholders.
* Prepare routine and non-routine reporting, establishing requirements and priorities with Portfolio Leaders.
* Ensure workplace information and report development meets the needs of all internal and external stakeholders.

### Relationship Management

* Build and maintain excellent relationships and partnerships with internal and external stakeholders.
* Develop effective working relationships with MSD staff in order to transfer knowledge and learning from the team to the wider organisation.

## Embedding te ao Māori

* Embedding Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at MSD.
* Building more experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi.

## Health, safety and security

* Understand and implement your Health, Safety and Security (HSS) accountabilities as outlined in the HSS Accountability Framework.
* Ensure you understand, follow and implement all Health, Safety and Security and wellbeing policies and procedures.

## Emergency management and business continuity

* Remain familiar with the relevant provisions of the Emergency Management and Business Continuity Plans that impact your business group/team.
* Participate in periodic training, reviews and tests of the established Business Continuity Plans and operating procedures.

## Know-how

* A relevant tertiary qualification and/or equivalent experience, in property analytics, and including portfolio planning and asset management.
* Highly developed analytical skills and demonstrated ability to analyse business data to extract information, analyse trends and correlative relationships and identify strategic and operational issues and opportunities.
* Demonstrated experience in designing and implementing efficient and effective monitoring and management tools.
* Experience at a senior level in the policy development process, and in parliamentary processes and the workings of legislation.
* Demonstrated experience leading information modelling, information stewardship and development of information architecture and the application to business decision making.

## Attributes

* Strong relationship building
* Exercises sound judgement and political sensitivity
* Highly effective communication skills
* Flexible, adaptable and pragmatic
* Strong client focus
* Business acumen

## Key relationships

### Internal

* Workplaces Services Management and staff
* Commercial Operations management and staff
* Finance
* Information Group
* Improvement Systems and Technology Group

### External

* Government Property Group
* Other Government Agencies

## Other

### Delegations

* Financial – No
* Human Resources - No

### Direct reports - No

### Security clearance - No

### Children’s worker - No

Limited adhoc travel may be required

**Position Description Updated:** June 2024