



## Governance Support and Reporting Lead

### Role Details

Employing Entity	Waka Kotahi
Programme Team	PMO
Reports to	PMO Lead
Last Updated	May 2021

### About us

Let's Get Wellington Moving is a \$6.4 billion multi-decade programme of investment in Wellington's transport and urban development future. It is a joint initiative between Wellington City Council, Greater Wellington Regional Council, and Waka Kotahi NZ Transport Agency.

The team at Let's Get Wellington Moving are passionate about developing and delivering a transport system that supports Wellington's growth, while making it safer and easier to move around. Our vision is to build a great harbour city, accessible to all, with attractive places, shared streets, and efficient local and regional journeys. To realise this vision, the programme is focused on moving more people with fewer vehicles.

This is an exciting, dynamic and complex work environment. Proactivity, flexibility, innovation, and collaboration are highly valued and critical for the programme's success.

In this role, you will join the PMO team at the core of a high-performing and passionate programme, working across local and central government.

### Role Purpose

The purpose of this role is to provide executive level support to the varying levels of governance within the Programme and facilitate internal (within the Programme) and external (to partner organisation) reporting in a proactive and proficient manner. This will include:

- Supporting the programme team and PMO to ensure effective functioning of the Programme's governance groups including:
  - Building strong effective relationships with a diverse group of partner stakeholders to ensure programme governance is efficient and effective for the successful delivery of the Programme
  - Ensuring governance groups are supported with necessary frameworks (documentation, processes, etc.) and appropriate level of oversight of strategy, risks and priorities to achieve their governance roles in a best-for-programme way
  - Taking complex programme information and synthesising into key message for relevant audiences to achieve outcomes through influence and knowledge sharing
- Developing, implementing and maintaining standards, systems, and processes to support management of governance and reporting cycles and ensuring proactive, quality submissions that are consistent across the programme.
- Performing the secretariat function for governance meetings including agenda management, facilitation of preparing meeting packs, recording and distributing minutes and ownership of the forward calendar for approvals and assurance activities.
- Working with Programme staff to ensure reporting is completed on time and to expected standards.
- Supporting the Programme Director and Programme Leadership Team (PLT) with effective executive support.
- Identifying improvements for Programme Governance and reporting functions and driving implementation of agreed changes.
- Document management and record keeping of all governance and reporting materials.

Key Relationships	
<b>Internal</b>	<b>External</b>
<ul style="list-style-type: none"> <li>• Independent Chair of Partnership Board</li> <li>• Programme Directors</li> <li>• Partner Leads</li> <li>• Programme Team</li> </ul>	Partner Organisations: <ul style="list-style-type: none"> <li>• Greater Wellington Regional Council</li> <li>• Wellington City Council</li> <li>• Waka Kotahi</li> <li>• Mana whenua</li> <li>• Project consultants</li> </ul>
Role Dimensions	
Budget: N/A	
Reports	
<b>Direct</b>	<b>Indirect</b>
N/A	
Key Accountabilities / Responsibilities	
Accountabilities	As a result we will see you
Governance Support	<ul style="list-style-type: none"> <li>• Provide effective administrative and secretarial support to the Programme's governance groups</li> <li>• Prepare agendas, memos and minutes as required to support programme team members.</li> <li>• Coordinate reporting requirements for the respective governance groups</li> <li>• Ensure the Programme Director and Governance members receive documentation on time and delivered to a high standard</li> <li>• Ensure action items and decisions are communicated to appropriate personnel, stakeholder group/s and recorded into relevant registers.</li> <li>• Establish and maintain governance processes, procedures and systems to ensure the management, confidentiality and security of information and documentation</li> <li>• Identify, and escalate governance issues or risks as required, to ensure effective resolution in a timely manner</li> <li>• Coordinate Stakeholder workshops and facilitate development of presentation material</li> <li>• Provide executive support for the Programme Director and the Programme Leadership Team as required</li> <li>• Ensure governance meetings are organised (including, venue, technology, and information requirements).</li> </ul>
Reporting Management	<ul style="list-style-type: none"> <li>• Work with partner organisations to understand regular and ad hoc reporting requirements and ensure responses prepared, reviewed and submitted on time</li> <li>• Provide quality assurance on monthly reporting from projects and packages to ensure consistency at a programme level</li> <li>• Develop guidance and supporting materials on how and when reporting is required</li> <li>• Provide support to project managers and business case leads to complete reporting to expected standards in timely manner</li> </ul>
Relationship & Stakeholder Management	<ul style="list-style-type: none"> <li>• Establish and maintain highly professional, constructive, effective working relationships with Independent Chair of LGWM Partnership Board, governance members and other core team members</li> <li>• Maintain constructive dialogue, continually seek opportunities to improve operations of governance and reporting, and deepen effective working relationships, including engaging effectively with a wide range of audiences</li> <li>• Be aware of operating and political environment, and the demands of key stakeholders</li> <li>• Ensure information pertaining to the Programme's Governance structure is available to the programme team, governance groups and key stakeholders is accurate and maintained</li> </ul>

## Qualifications and Experience

Qualifications	<ul style="list-style-type: none"><li>• Tertiary qualification in a relevant business field</li></ul>
Experience	<ul style="list-style-type: none"><li>• Previous experience providing support to governance boards, where planning and coordination was a key component of the work</li><li>• Proven ability to develop and maintain highly effective and professional working relationships, particularly with board directors, senior executives and senior management</li><li>• Excellent organisational skills along with the ability to establish priorities and meet deadlines.</li><li>• Sound judgement, discretion and sensitivity – particularly in handling confidential information</li><li>• Proven ability to work under pressure</li><li>• Political awareness</li><li>• Excellent oral and written communication skills, particularly the ability to comprehend and reframe information for minutes</li><li>• Influence and manage others to ensure timeliness and quality of all submissions</li><li>• Self-starter able to identify gaps in processes and drive solutions for improving operations</li></ul>

## Core Capabilities

### Collaboration

- Adopt a whole-of-LGWM programme approach.
- Build a broad internal and external network to successfully support the outcomes of the LGWM programme.
- Work collaboratively with your peers, programme stakeholders, and project teams.
- Know who to collaborate with and when.

### Innovation

- Be proactive and suggest and act on opportunities to do things differently.
- Think of and explore alternative solutions to resolve difficult and challenging situations.
- Challenge the status quo and support innovative thinking across the wider programme.

### Complex Problem Solving

- Able to understand problems and identify solutions within a Wellington context.
- Think analytically and critically, get to the heart of issues and uncover underlying causes.
- Integrate wide ranging perspectives and generate innovative ideas and fresh thinking to ensure stakeholder views are well understood by the programme and project teams.

### Managing Risk

- Monitor and highlight broader and longer-term risks that could affect the delivery of the LGWM programme.
- Apply a broad understanding of the wider context and implications of the central and local government environment.
- Understand and balance competing viewpoints and interests in your work.
- Remain politically neutral (i.e. don't let your personal views influence your advice or behaviour).

### Resilience and Adaptability

- Stay resilient, calm, and optimistic in the face of obstacles, volatility, uncertainty, ambiguity or complexity.
- Respond quickly and flexibly to work demands.
- Build a culture that supports flexibility, resilience, and wellbeing across LGWM.

## Disclaimer

The responsibilities above are intended to describe the general nature and level of work required to achieve the expected outcomes for the role. The LGWM programme is evolving and the nature and extent of the role is likely to change over time. There may be a requirement to perform duties outside of these responsibilities.