

# Planning and Delivery Advisor



*The Planning and Delivery Advisor contributes to the success of the Service Delivery Team by supporting planning and reporting processes that deliver value for both internal and external stakeholders. The role is, primarily focussed on the GeoNet programme and the delivery of GeoNet products and services.*

<b>Reports to:</b>	Service Delivery Manager
<b>Department:</b>	Data Science and Geohazards Monitoring
<b>Group:</b>	Science and Commercial Operations
<b>Employment Type:</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>	December 2024

## Position priorities and responsibilities

### Planning & Delivery Reporting

- Facilitate development of programme and project plans, working with leaders to support appropriate levels of planning and documentation.
- Work alongside project and programme leaders to facilitate annual, monthly, and quarterly reporting.
- Support monitoring of product and service performance framework.
- Promote and support staff to make the best use of tools that support delivery management and performance monitoring. Work with internal (e.g. programme) and, where appropriate, external representatives to ensure reporting is able to continually evolve and remain fit for purpose.
- Work with Project Managers, Project Management Office (PMO), and Planning, Performance & Reporting team ensure quality and consistency of tools and practices.
- Ensure reported information is clearly conveyed and complex information is synthesised, for example, through the use of dashboards, graphs, metrics and other infographics.
- Provide analytical support to the Department and Programme as requested.

### Responsibilities of all staff

- 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:

- GeoNet Programme Leadership
- Service Delivery Team
- Programme & Project Leaders
- Finance Team
- Planning, Performance, & Reporting team
- Project Management Office
- End users at all levels, in any part of the organisation
- 'Delivery' colleagues in Digital, Systems and Information Department

### External:

- Stakeholders/collaborating organisations (GNS works with, and for, various external organisations)
- End users at all levels, in any part of stakeholder organisations

## Person specification

### Skills, knowledge and attributes

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- Able to gather, review, edit, analyse and present information to a wide range of audiences.
- Understanding of process improvement, change management, and risk management methodologies.
- Advanced written and oral communication, skilled visual communicator.
- Advanced Excel, data analysis, and reporting skills, including financial literacy.
- Able to contribute to / participate in project management practices (planning, scheduling, risk management, reporting).
- Critical thinking, strong analytical skills, and ability to solve problems.
- Ability to self-manage, prioritise, and escalate where necessary.
- Demonstrated success in building and maintaining positive working relationships.
- Able to manage and drive activity through times of ambiguity.

### Experience

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#### Essential:

- 2-3 years' experience in business planning and performance reporting.
- Experience in the development of business planning within a complex Information & Communication Technology environment.
- Experience preparing management reporting and business writing.
- Proven ability in making connections between various aspects of the organisation and the potential implications for their work.
- Proven ability to develop trust and credibility with managers and peers.

## Qualifications

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### Essential:

- A relevant tertiary or technical qualification, or equivalent experience.

### Other requirements

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### Desirable:

- Some experience of working in a science / research / innovation environment

## 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.