

Manager Corporate Services and Finance

Team:	Corporate Services Legal and Corporate
Reports to:	DCE Legal and Corporate
Direct reports:	Principal People & Culture, Principal Finance, Principal ICT
Indirect reports:	Approximately 4 people
Delegations:	Financial Authority, Human Resources Authority – refer delegation policies
NZSIS Clearance:	Top Secret
Location:	Auckland or Wellington
Travel:	Wellington, Auckland regularly. Other travel may be required.

Being a Public Servant

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

Position purpose of Manager Corporate Services and Finance

- Leads a team of subject matter experts who deliver high quality corporate services that successfully meet strategic and operational objectives.
- Manages the functions of finance, technology, people and culture, office facilities and administration.
- Holds the portfolio of Deputy Chief Security Officer and Chief Information Security Officer.
- Oversees the SFO's approach to risk, security, and safety.
- A member of the Senior Leadership Team.
 - Shares responsibility for engaging with external stakeholders.
- Develops and delivers strategic projects.

What we do matters – Our purpose

The Serious Fraud Office (SFO) is a highly specialised government department whose purpose is to protect New Zealand's financial and economic wellbeing. We do this through our mission of disrupting and deterring serious or complex fraud through prevention, investigation, and prosecution.

How we do things – our Values

Integrity First | Ngākau tapatahi

We do what's right, with independence, fairness and courage.

Sharp on Purpose | Kōpere

We act with clarity and intent, focusing our energy on what matters most

Stronger Together | He waka eke noa

We back each other, share ideas and work as one team

What you will do to contribute	As a result, we will see
<p>Leadership</p> <ul style="list-style-type: none"> • Deliver high performance leadership and effective management of the Corporate Services and Finance team. • Ensure the delivery of customer focused services to the wider SFO. • Lead or contribute to strategic projects and business improvement projects. • Contribute effectively to the overall leadership of the SFO, taking a 'whole of organisation' approach. • Provide advice and assurance to the Executive Leadership Team on financial management, financial performance and financial sustainability and be an advocate for and a driver of business change. • Provide leadership, role modelling and commitment to the organisation's values, strategic priorities, and the retention of a positive organisational culture. • Provide leadership to direct reports in leading their respective functions of Finance, People and Culture, and ICT, ensuring they are equipped to deliver high quality services. • Lead projects to successfully meet strategic and operational objectives. • Communicate with influence at all levels, internally and externally. 	<ul style="list-style-type: none"> • The Corporate Services and Finance team is effectively led and is aligned with the SFO's values. • The SFO's strategic and business improvement projects are delivered to the required standard and quality. • A customer centric service focus in the delivery of corporate services and finance to the SFO. • Exemplary alignment with and leadership of a positive organisational culture and performance excellence. • Leadership is focussed and effective. • Direct reports are empowered and supported to effectively lead their respective teams. • The Corporate Services and Finance teams have a clear understanding of expectations. • Employees are equipped and empowered to deliver operational excellence. • An engaged workforce.
<p>Delivery of Finance Services</p> <ul style="list-style-type: none"> • Ensure effective systems in place to manage and report on the financial position of the SFO and ensure no breach of appropriations. • Ensure effective systems in place to complete all accountability documents and reporting as outlined in the Public Finance Act 1989, Public Services Act 2020 and Treasury Instructions. 	<ul style="list-style-type: none"> • A financial control framework that can be relied upon to make strategic decisions because it is actively managed, reviewed and compliant, and supported by effective technology. • Accurate financial information to inform effective forecast reporting. • Informed operational and strategic management decisions can be made based on the financial information provided.

What you will do to contribute	As a result, we will see
<ul style="list-style-type: none"> Deliver effective reporting so ELT can make informed decision for strategic direction or dealing with immediate financial/ non-financial issue. 	
<p>Technical Leadership</p> <ul style="list-style-type: none"> Provide strategic and operational support in the areas of finance, ICT, HR and general office administration to ensure the SFO meets its contractual and legal obligations, in line with the organisation's values and strategies. Prepare well researched and written reports and proposals for the SLT. Develop and implement best practices and tools to ensure a well-controlled, yet flexible, organisation that has strong fiscal management, project coordination, cross-team communications, and workflows. 	<ul style="list-style-type: none"> The SFO provides required information to relevant stakeholders on time and to the required standard. The SFO meets its contractual and legal obligations. The SFO is well connected with managers of technical disciplines across the public service system.
<p>Relationship Management/Stakeholders</p> <ul style="list-style-type: none"> Develop and maintain effective working relationships within the SFO. Develop and maintain external relationships. Engage with and forge ongoing relationships with relevant public sector and private sector stakeholders. Share responsibility with other members of the SLT for engaging with external stakeholders. Manage strategic relationships relating to financial matters. 	<ul style="list-style-type: none"> Effective relationships within the SFO. SFO representation and leadership across government by building and maintaining effective relationships. Effective working relationships with key stakeholders. Effective relationships that benefit the SFO and/or the wider system.
<p>Strategy and Strategic Delivery</p> <ul style="list-style-type: none"> Contribute to the SFO's business planning and delivery of its strategic plan. Collaborate with the Principal Legal Advisor – Corporate on CapEx and OpEx procurement initiatives. 	<ul style="list-style-type: none"> The SFO has effective and up to date business planning and delivers against its strategic plan. Effective collaboration leads to favourable procurement outcomes.
<p>Talent Development</p> <ul style="list-style-type: none"> Drive, support and model the creation of a culture of performance excellence, results accountability, and learning. Build the capability of the team and provide development opportunities to ensure they have the capability necessary to effectively deliver their remit and respond appropriately to future demands. Provide ongoing coaching, support, and professional development for direct reports 	<ul style="list-style-type: none"> Effective professional development of direct reports and team members. Regular and meaningful development discussions with direct reports. Effective management of performance, good and bad. Identification of opportunities for direct reports to develop. Direct reports empowered and equipped to deliver delegations. Delivery of high-quality work from the team.

What you will do to contribute	As a result, we will see
<p>through establishing key performance criteria, regular feedback and identifying growth opportunities.</p> <ul style="list-style-type: none"> • Appropriate delegation of projects, tasks, and responsibilities. • Ensure all HR and line management responsibilities are carried out in accordance with organisational policy and procedures. 	
<p>Continuous Improvement and Best Practice</p> <ul style="list-style-type: none"> • Lead or contribute to the ongoing review of business systems and processes to lift organisational standards by identifying and addressing opportunities for improvement, automation, and system integration. • Explore and develop business efficiencies and resilience through collaborations and shared service opportunities. • Drive integration, efficiency, effectiveness and business improvement through all processes and systems across the SFO. 	<ul style="list-style-type: none"> • An effective culture of continuous improvement. • Innovative change.
<p>Risk, security, and safety</p> <ul style="list-style-type: none"> • Act as SFO's Deputy Chief Security Officer and Chief Information Security Officer. • Ensure the ongoing development of the SFO's risk, security and safety policies and procedures. • Identify any organisational risks and take action to minimise their impact. • Effectively manage risks within the group and establish and contribute to the maintenance of a risk management framework. • Obtain and maintain a NZSIS security clearance to the required level. 	<ul style="list-style-type: none"> • Delivery of high-quality risk, security, and safety policies and procedures. • Reporting to SLT and other stakeholders is of a high standard and meet their expectations.
<p>Wider SFO Systems and processes</p> <ul style="list-style-type: none"> • Comply with agreed systems and application access and use policies and protocols. • Enter and update data accurately and comprehensively. 	<ul style="list-style-type: none"> • Use of systems and applications align with agreed policies and protocols. • Data is entered and updated in systems and applications accurately, comprehensively, and in a timely manner. • Systems, applications, and data risks are effectively avoided or mitigated.

Who you will work with to get the job done

Internal	DCE Legal and Corporate
	Chief Executive and SLT
	Corporate Services Team
	Wider SFO
External	Wide range of public and private sector partners
	Vendors and suppliers

Your competency profile

Keys to Success:

- Builds effective teams
- Plans and aligns
- Ensures accountability

What you will bring specifically

Qualifications:

- A relevant tertiary qualification such as law, commerce, business management, HR or marketing.

Experience:

- Leadership and or management experience.
- Experience with integrated corporate services,
- Demonstrated comprehensive understanding of the principles and conventions of government and the constitutional, legal and whole-of-government basis on which the New Zealand Public Service operates.
- Strategic financial management experience.

Skills:

- Financial management skills.
- Advanced analytical skills.
- Strategic vision.
- Successful and proven leadership skills.
- Strong collaboration skills.
- Proven influencing skills.
- Effective communication skills.
- High-impact negotiating skills.
- Ability to create and lead high performing teams in complex environments.
- Knowledge of risk, security, and safety obligations and operational requirements.
- Ability to communicate complex ideas, both written and oral to a variety of audiences and build and maintain rapport with others.
- Effective problem resolution and decisioning skills - able to clearly identify problems, seek alternative solutions, identify risks and benefits, seek input from others and make sound decisions based these considerations.