

Independent Police Conduct Authority

Position:	Corporate Services Manager
Direct reports:	Communications Manager Business Analyst Finance Administrator/Administrative Support Administrative Support x4

Purpose of position:

The Corporate Services Manager is responsible for the effective and efficient leadership and delivery of corporate and administrative services to the Independent Police Conduct Authority, and provision of assurance to the Chair and Board. This includes:

- financial management
- compliance with Crown Entity reporting requirements
- human resources management
- information technology
- communications
- administrative systems and processes

In addition, the Corporate Services Manager contributes to strategic management of the Authority as a member of the Management Team.

Key responsibilities/accountabilities

Leadership of the corporate function

The Corporate Services Manager is responsible for leadership of the Authority's corporate services and infrastructure and managing the ongoing performance and delivery of the corporate function through:

- leading by example and creating an environment where the team understands and shares a common purpose
- developing and managing a capable, confident and motivated team
- facilitating the Authority's annual business planning process
- meeting performance indicators as set out in corporate plan and ad hoc project initiatives
- clearly communicating expectations of service in the provision of high quality corporate services, management and corporate reporting
- anticipating the Authority's current and future demands through maintaining a structure that is adequately resourced with appropriately skilled employees
- adhering to all Authority policies and procedures

- managing individual employee performance, and
- ensuring provision and maintenance of a health and safety workplace.

Managing the delivery of corporate services

The Corporate Services Manager is responsible to the Chair for:

- establishing strong client relationships with the Management Team and the Board regarding their corporate services needs
- providing the Chair, Board and Management Team with regular, accurate and clear corporate information
- providing managers and staff with well-judged, accurate and timely advice, direction and information on corporate matters
- interpretation, application and advice regarding corporate policies and relevant legislation
- managing and resolving queries, issues and complaints, and analysing data to identify opportunities for improvement
- providing advice, support and technical expertise in relation to capital expenditure management, and provide capital expenditure forecasting including impacts on depreciation and cashflow
- managing the Authority's procurement contracts with suppliers and ensure contract management processes meet best practice
- managing the Authority's information technology and communications functions
- managing property and facilities including leases, contracts, and services such as cleaning, insurance, physical security and maintenance
- coordinating effective administrative support across the Authority including reception, stationery, catering, travel bookings and mail services.

Financial management, budgeting, reporting and forecasting

- provide timely, accurate and relevant monthly financial reporting and forecasting to the Board and Management Team
- proactively advise the Board and Management team on its financial management
- provide strategic input into financial decisions
- manage the Authority's balance sheet
- coordinate the external and internal budget processes, and provide budget advice to the Board and Management Team
- ensure that payroll services are managed effectively, accurately and in a timely manner

Human resources management

- develops and maintains the Authority's human resources strategy
- identifies and advises senior management on the people implications for proposed projects, actions and changes, and assists in the management of associated risks
- develops and implements systems for performance management, training and development, career and succession planning
- ensures the operation of effective human resources information systems

Providing assurance to the Chair and Board

- ensuring the Authority is compliant with all Crown entity reporting requirements
- preparing, coordinating and ensuring that the Authority's accountability documents are timely and accurate
- managing and ensuring that all appropriate financial management information is provided in a timely manner to the Treasury, auditors and other appropriate bodies
- ensuring the Authority's risk management policy and procedures are maintained in keeping with best practice, including managing the Authority's risk register, and
- ensure the integrity of financial systems, internal controls and appropriate compliance standards

Key Relationships

Internal

Chair
Management Team
Board
Authority employees

External

Other government agencies
State Services Commission
Ministry of Justice
Treasury
Unions
Office of the Auditor-General
Audit New Zealand and other external auditors
Major suppliers

Person specification

Education (required)

Relevant tertiary qualification or equivalent experience

Experience (required)

- Experience in leading and managing people

- Experience in managing a comparable corporate function
- Experience in organisational financial management, preferably in a Crown entity environment
- Experience in interpreting and applying legislation and policy
- Experience in organisational planning and reporting
- Demonstrated ability to build and maintain strong working relationships
- Proven ability to negotiate complex issues
- Experience in change management and the ability to implement change in a politically sensitive environment
- Demonstrated analytical and problem-solving skills
- Comprehensive knowledge of Crown entity planning, reporting and budgeting requirements
- Effective written and verbal communication skills