

Job Description

Position Business Manager

Reports to President

Last updated July 2019

Key Relationships

Internal

President
Commissioners
Board of Law Commission (President and Commissioners)

Corporate Services Team
Law Commission Staff

External

Suppliers
Stakeholders
Key Government Agencies (MoJ, OAG, SSC, Audit NZ)
Minister's Office
Other Government agencies
Crown Entities

Position purpose

The Business Manager position exists to:

- Ensure sound financial management, reporting and compliance consistent with the requirements of a Crown Entity
- Ensure the provision of effective corporate services to the Commission, including IT, HR, Information and Records Management

In addition to this, all members of the Law Commission team are expected to proactively monitor and commit to ensuring that all health and safety requirements are met. This includes being up to date with expectations, processes and policies and acting in accordance with these.

Key Accountability Areas

Accountability Management

This will be achieved by but not limited to:

- Maintaining an up-to-date awareness of all relevant legislation (e.g. Law Commission Act, Crown Entities Act, Public Finance Act) to ensure that the Commission is well positioned to meet its reporting responsibilities under the legislation
- Advising the Board on policies and procedures that will ensure that legislative reporting requirements can be met
- Drafting statutory reporting requirements and requests, including Statements of Intent, Statements of Performance Expectations, Annual Reports, ensuring these meet agreed standards and timelines

- Managing all requests for information on behalf of the Commission (e.g OIAs, PQs) ensuring that responses to these comply with applicable standards and processes

Financial Management

This will be achieved by but not limited to:

- Advising the President and Board on financial and budget processes, including risks, opportunities, and planning advice
- Ensuring the Commission is compliant with all financial management regulations, including by liaising with key agencies as required (e.g. Treasury, IRD)
- Monitoring and maintaining the Commission's financial management systems, making recommendations for changes and/or improvements to these as required to ensure on-going efficiencies and best practice financial management and reporting
- Leading the development of annual budget processes for the Commission, working collaboratively with the President and Commissioners and submitting for approval by the Board
- Ensuring regular, high quality financial reporting to the Board or as requested from time to time, including regular reports on the organisation's financial and reporting progress against strategic goals and statutory obligations
- Maintaining an overview of day-to-day financial transactions for the Commission, ensuring cost effective use of resources to ensure appropriate management of the Commission's funding
- Developing and managing processes for expenditure within the Commission
- Overseeing the payroll process, ensuring a compliant and high-quality payroll service

Services Management and Leadership

This will be achieved by but not limited to:

- Ensuring the organisation has 'fit for purpose' ICT services, including ensuring both strategic and operational plans for the delivery of ICT services
- Maintaining an overview of the organisation's needs for corporate support services and ensuring the needs are met in a timely, efficient way
- Building and maintaining a motivated and engaged corporate services team with the skills and competencies required to support the delivery of high-quality law reform work programmes
- Maintaining effective communication with Commission staff to ensure they are up-to-date and informed of all matters relevant to their work
- Conducting regular coaching and performance appraisals with all Corporate Services team members, and implementing development plans or performance improvement processes as required
- Completing necessary administrative processes related to staff management (e.g. leave approvals)

Person Specification

Qualifications

- Tertiary qualification in accounting or similar

Skills and Experience

- A minimum of 5 years' experience working in a senior financial management position in a state sector environment
- Proven experience in public sector accountability and performance reporting
- Proven experience working with and reporting to a Board
- Proven ability and demonstrable understanding of IT service delivery is an advantage
- Experience leading and having oversight of business support services is preferred

Personal Competencies

Leadership: leads others to achieve organisational goals and high levels of performance; demonstrates in-depth understanding and enthusiasm for the organisation's vision; ensures high standard of performance of self and team; demonstrates a professional leadership style that encourages respect and credibility

Relationship Management: builds and maintains positive relationships with internal and external stakeholders; understands the strategic importance of key relationships and uses effective strategies to develop and maintain these; works positively with people to achieve results even under difficult circumstances

Communication: is an excellent communicator, facilitator and presenter; relates well to a wide variety of people from different cultural backgrounds; adapts communication style to suit the audience; writes well to prepare sound business reports and communication; listens to fully understand and respond accordingly

Judgement and Decision Making: is confident making decisions in a complex environment; involves others appropriately and effectively; uses sound judgement to assess even complex situations and decide the best response or action; takes responsibility for own decisions

Drive and Energy/Initiative: demonstrates stable and reliable performance under pressure; identifies opportunities for growth or improvement and acts on these as appropriate; demonstrates commitment to getting the job done even under difficult circumstances

Planning and Organising: uses sound organisational techniques to ensure deadlines are met and priorities are managed effectively; prepares robust plans that ensure even heavy workloads are achieved

Team Work: genuinely values others' input and expertise, and is willing to learn from others; shares own ideas and contributes positively to the team

Problem Solving: identifies likely causes of a problem and develops a clear action plan to solve the problem; excellent analytical skills; anticipates when a problem may arise and acts to minimise or eliminate the problem; uses initiative to solve new problems and learns from mistakes to create better solutions