

Position Description

Title:	Governance & Planning Advisor	Reports To:	Executive Officer
Directorate:	Executive Officer	Direct Reports:	N/A
Status:	Permanent 1.0 FTE	Date:	November 2024

About The Museum

Tāmaki Paenga Hira Auckland War Memorial Museum is New Zealand’s largest museum, caring for more than 4.5 million taonga. We are Auckland's home of commemoration, New Zealand’s oldest research institution, an education facility, and a major tourism destination. We employ approximately 300 people and have over 200 volunteers who kindly donate their time to us.

We offer a rich and fulfilling work life where we embrace diversity and nurture our bicultural capability as demonstrated in our Teu le Vā and He Korahi Māori strategies. We also offer a great range of benefits such as flexible work and leave, insurances, and an award-winning wellbeing programme.

Purpose & Context for the Role

The Governance and Planning Advisor plays an important role in supporting the Museum’s governance framework, providing essential coordination, documentation, and administrative expertise to enhance decision-making and ensure compliance. Working closely with the Executive Officer, this role prepares and organises agendas, takes minutes, and tracks actions for the Trust Board’s subcommittees, including Development, Audit and Risk, Executive, and Planning Committees. The Advisor is also responsible for maintaining policy and contract databases, assisting with organisational planning, coordinating LGOIMA requests, and supporting risk management processes. By providing this foundational support, the Governance and Planning Advisor supports the effective operation of the Museum’s governance, planning, and compliance functions, aligning with strategic objectives and supporting effective oversight by the Trust Board and Executive Team.

The Museum is a bicultural workplace and the person in this role will uphold the principles of He Korahi Māori and Teu Le Vā.

Accountabilities

Key Tasks:	Key Activities:
Governance Support	<ul style="list-style-type: none"> Assist the Executive Officer with governance processes, including preparing agendas, compiling board papers, and ensuring accurate, timely meeting minutes.

	<ul style="list-style-type: none"> Track board resolutions and action items, ensuring follow-up and documentation are completed and easily accessible. Prepare agendas, take meeting minutes, and track action items for the Trust Board's subcommittees, including the Development, Audit and Risk, Executive, and Planning Committees.
LGOIMA Requests	<ul style="list-style-type: none"> Log, track, and coordinate responses to LGOIMA (Local Government Official Information and Meetings Act) requests, ensuring compliance with legal timeframes and procedural accuracy.
Contract Management Coordination	<ul style="list-style-type: none"> Maintain a contract management database, track renewal dates, prepare contract summaries, and ensure all contract terms are documented and accessible for decision-making.
Policy Coordination and Documentation	<ul style="list-style-type: none"> Track policy renewal schedules, update documentation, and support internal communications to ensure policies are current, accessible and properly documented.
Organisational Planning Support	<ul style="list-style-type: none"> Support the organisational planning process by compiling, organising, and tracking planning documents, reporting timelines, and milestones. Assist the Strategic Communications Manager with the preparation of corporate documents, especially the Annual Plan and Annual Report
Risk Management Support	<ul style="list-style-type: none"> Assist the EO with maintaining the Risk Register, coordinating risk-related activities, and ensuring timely documentation and reporting of risk assessments.
Administrative and Operational Support	<ul style="list-style-type: none"> Provide day-to-day administrative support for contracts, policy, and planning activities, enabling the EO to focus on strategic oversight. Support the preparation of documentation, tracking of deliverables, and maintenance of accurate records.
Documentation and Reporting	<ul style="list-style-type: none"> Ensure all governance, planning, and risk management documentation is current, well-organised, and accessible for timely decision-making and compliance audits. Assist in preparing data for the Statement of Service Performance (SSP) and coordinate interdepartmental information flow, especially assisting the Head of Finance supporting audit activities.

<h3>Important Relationships</h3>
<p>External:</p> <ul style="list-style-type: none"> Museum partners and stakeholders on behalf of the Executive Officer
<p>Internal:</p> <p>Executive Team, Trust Board members, Heads of Department, Strategic Communications Manager, Executive Support team, staff and volunteers.</p>

Our Expectations of our People

Ensure a healthy and safe work environment

- Takes reasonable care of their own health and safety and ensures that their actions don't cause harm to themselves or others.
- Complies with any reasonable instructions, policies or procedures on how to work in a safe and healthy way.
- Understands and adheres to emergency and evacuation procedures.
- Speaks up about health and safety matters that could affect them or their workmates.
- Actively participates in hazard identification and reporting.
- Makes suggestions on how to improve health and safety at work.

Cultural awareness

- Proactive awareness and engagement with a wide range of cultures and associated protocol and traditions within Auckland, with particular reference to the Māori Dimension (He Kōrahi Māori) and Pacific Dimension (Teu le Vā).
- Understands and demonstrates the principles and application of the Treaty of Waitangi and the implications for the work of the Museum.
- Demonstrates a thorough understanding of the Museum's specific obligations in Auckland's cultural landscape and actively contributes to its evolution from a colonial institution to a future museum.

Digital capability

- Almost every role at the Museum depends upon technology to fulfil its purpose, we also use technology to create, store, protect, use, and share our digital assets. All Museum workers are responsible for the appropriate use of technology, compliance with all cybersecurity instructions, and the wellbeing of our digital assets.

Develop self for current and future employment

- Knowledge and skills are developed and maintained for competent performance of current position.

He Waka Eke Noa – Values & Behaviours

He Waka Eke Noa describes our unique identity and how He Korahi Māori and Teu Le Vā underpin how we think, act, and feel as employees of Auckland Museum. It is a leadership competency framework which sets out how we lead, behave and work with each other, our visitors, and communities.

- **Authentic** – Understanding our purpose, practicing our values, leading with our hearts
- **Customer Centred** – Creating memorable positive experiences for each other and our audiences
- **Respectful** – Honouring each other, valuing our differences
- **Connected** – Connected to each other, our work, and our communities
- **Growth Mindset** – We treat challenges as opportunities

Core Competencies Required

Generosity

- Displays goodwill towards colleagues and assumes the best of them, letting it go when mistakes are made and giving people another chance.

Customer Centred

- Is always ready to share with and help others, even if they need to go out of their way.

Resilience and Optimism

- Doesn't give up when faced with challenges; remains realistic, and hopeful.

Connected

- Exemplifies a mahi tahi approach and cooperates with others to benefit the whole.

Respectful

- Is committed to divesting themselves of colonial views and interpretations of people and taonga, values indigenous work views and knowledge.

Accountable

- Holds themselves accountable for their performance, is open to feedback and asks for it.

Inclusive

- Respects that people are free to be themselves and express their identities.

Additional Competencies Required for this Role

Success in this role requires the following additional competencies.

Action Oriented

- Takes on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.
- Enjoys working hard
- Is full of energy for the things they see as challenging
- Not fearful of acting with a minimum of planning
- Seizes more opportunities than others

Integrity & Trust

- Is open to feedback and asks for it; listens without justifying when receiving feedback.
- Accepts responsibility for developing healthy workplace relationships.
- Asks for help when there are situations impacting their ability to support or work with others.
- Leads with integrity (tika me te pono) and care (aroha) for each other.
- Holds themselves accountable for their performance and for promises made to others.
- Takes opportunities to share positive stories about work, customers and culture; avoids gossip.

- Acts as an advocate and ambassador for the Museum at work and in life.
- Addresses problems promptly and directly at the source.
- Keeps confidences and admits mistakes.

Priority Setting

- Clearly distinguishes between high-value tasks and less critical activities.
- Allocates time and energy to tasks that have the greatest impact on goals and outcomes.
- Avoids being overwhelmed by multiple demands by establishing clear, actionable priorities.
- Manages time effectively by breaking larger objectives into smaller, prioritised steps.
- Quickly adjusts priorities when circumstances change, ensuring that effort remains focused on what is most important.
- Balances short-term needs with long-term objectives.
- Communicates priorities effectively to stakeholders, ensuring clarity on what tasks will be addressed and when.
- Sets realistic expectations about timelines and deliverables based on priority levels.

Interpersonal Savvy

- Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation.
- Builds appropriate rapport.
- Builds constructive and effective relationships.
- Uses diplomacy and tact.
- Can defuse even high-tension situations comfortably.

Skills & Experience Required for this Role

Success in this role requires the following foundations.

- Understanding of governance frameworks, board processes, and compliance requirements.
- Ability to coordinate and manage planning schedules, timelines, and milestones, ensuring alignment with organisational objectives.
- Competence in maintaining and updating policy and contract registers.
- Familiarity with risk management principles, including maintaining risk registers and coordinating risk-related activities.
- Strong analytical skills with the ability to identify and address issues, ensuring proactive and effective solutions.
- Excellent written and verbal communication skills, including the ability to prepare accurate meeting minutes and governance documents.
- Strong interpersonal skills, with the ability to collaborate effectively with diverse stakeholders, including senior leaders and Board members.

- Exceptional attention to detail, ensuring the accuracy of records, documentation, and reporting.
- Ability to manage competing deadlines and deliver high-quality outputs under time constraints.
- Previous experience supporting governance functions, such as board or committee coordination, agenda preparation, and minute-taking.
- Demonstrated experience providing high-level administrative support in a complex environment.
- Experience supporting organisational planning processes, including scheduling and gathering input from multiple departments.
- Experience managing policy reviews, maintaining databases, and tracking contract lifecycles.
- Familiarity with risk management and compliance practices, with experience supporting risk reporting and mitigation activities.
- Knowledge or experience handling Local Government Official Information and Meetings Act (LGOIMA) or equivalent information request processes is advantageous.

Personal Attributes Required for this Role

Success in this role requires the following attributes.

- Detail-Oriented
- Highly Organised
- Proactive and Self-Motivated
- Diplomatic and Professional
- Strong Communicator
- Analytical and Problem-Solving Mindset
- Collaborative and Team-Oriented
- Adaptable and Resilient
- Ethical and Discreet
- Commitment to Excellence

He Oranga Tangata ka ao
Enriching lives. Inspiring discoveries