

Universities New Zealand

Portfolio Manager – Knowledge & Technology

Option for either full-time or part-time hours. Can be a permanent appointment or a secondment.

- **Work across New Zealand’s university sector**
- **Shape sector thinking and practice – particularly regarding libraries, technology and knowledge management**
- **Be a key part of the university sector’s interface into Government**

Universities New Zealand is the peak body for this country’s eight universities. It coordinates work across the university sector on matters of common interest and it provides a constructive well-considered contribution to thinking and policy shaping in Wellington. Its work is overseen by a committee made up of the eight vice-chancellors.

Universities New Zealand has a number of portfolio managers each of whom has oversight for analysis, coordination and the shaping of strategy in a discrete area with particular issues or opportunities for the university sector.

This particular role is focussed on university support services – particularly libraries, technology and information/knowledge management. The role will ensure there is good coordination and sharing of knowledge across Government and the university sector by;

- Working across a range of university sector committees and working groups.
- Representing the university sector on a range of Government ICT and information management projects.
- Maintaining a good network of contacts across industry, Government and the university sector.

We are looking for someone who understands how technology, information management and knowledge management work individually and in combination across the university sector. You will be a strong systems thinker, with excellent skills in analysis and creative problem solving. You will be very capable at presenting ideas in person and on paper and will be known for your ability to generate successful outcomes in an environment where none of those you have to influence actually report to you.

In addition, you will have the following:

- Employment over at least five years in either the university sector or the public sector (relatively recently – eg, within the past 10 years)
- Substantial experience in the effective use of technology in a library or other knowledge and information management environment.
- Substantial experience in an advisory role with a policy and/or strategy focus. Ability to have credibility in influencing and advising at senior leadership levels (chief executives, librarians, CIOs, CTOs, etc).

Library or records experience would be an advantage as would an affinity for IT systems and a good understanding of the technology associated with teaching and learning.

Universities New Zealand is open to this role being filled either on a permanent basis or via a secondment. The role can also be taken up on either a part-time (minimum of three days a week) or full-time role.

To register your interest please send a CV and a short covering letter to Jackie.bailey@universitiesnz.ac.nz Applications close 5pm, Monday 15th August 2016

UNIVERSITIES NEW ZEALAND – TE PŌKAI TARA

POSITION DESCRIPTION

| | |
|-----------------------|--|
| Position Title | Portfolio Manager – Knowledge and Technology |
| Reports to | Executive Director |
| Hours | Can be full-time or part-time (to suit applicants) |
| Location | Wellington |
| Date | July 2016 |

BACKGROUND

Universities New Zealand – Te Pōkai Tara advocates for university education and research activities by promoting the common interests of the New Zealand universities through coordinated action across the sector. It is a statutory body with responsibilities for the quality assurance of university academic programmes, university entrance and scholarships.

Universities NZ works at the interface between government and the universities. It makes an informed contribution to policy issues, maintains dialogue between government and the universities and contributes well-argued, unified responses to developments and the public that may impact on university autonomy or New Zealand's comparative position with international university systems. It also maintains key linkages within the international community.

Led by a committee comprising New Zealand's eight Vice-Chancellors, much of Universities NZ's work is undertaken through committees and other groups generally comprising a representative from each university. Universities NZ's activities are supported by a small Wellington-based team.

POSITION PURPOSE

Universities New Zealand's Portfolio Managers are expected to have a deep understanding of the areas encompassed by their portfolio. They should develop and maintain networks across universities and Government agencies and should be able to lead and/or coordinate thinking, policy, strategy, and projects in areas relevant to their portfolio.

KEY ACCOUNTABILITIES – GENERIC (applies to all portfolio managers)

1. Portfolio Leadership

In areas relevant to the portfolio:

- 1.1. Develop and maintain effective networks and working relationships across the universities, key ministries, government and other agencies at policy or operational management levels and below.
- 1.2. As required, act as the principal contact point for one or more Government agencies and track thinking, personnel changes, research reports and new directions. Provide early warning of developments, issues, opportunities and emerging risks.
- 1.3. Develop and maintain an expert level of knowledge and be able to advise and influence effectively across networks.
- 1.4. Insofar as is possible given University New Zealand's role as a peak sector body, positively influence or shape Government policy, strategy and thinking through high quality analysis, argument and writing.
- 1.5. Produce advice, analysis, policy and strategy as required
- 1.6. Work closely with other Universities NZ staff to collaborate and share information and to identify and constructively manage overlaps between your portfolio and other portfolios.

2. Strategic Work Programme

Portfolio managers are likely to have one or more projects underway at any given point in time. These will have a range of objectives including one or more of the following; improving general understanding of an issue, improving sector outcomes (cost reduction, quality improvement, risk reduction, coordination, etc), informing Government policy and operational settings, and/or supporting decisions by the vice-chancellors. The projects vary considerably in size and duration.

- 2.1. As new projects are identified, work with key stakeholders to scope requirements. Stakeholders are likely to include Universities NZ committees, university staff and key advisors and managers in Government agencies.
- 2.2. Via the Executive Director take scoping documents to meetings of the Vice-Chancellors for approval.
- 2.3. Be accountable for ensuring that projects proceed in line with agreed scope. As necessary, plan, manage, report and coordinate decision-making to ensure projects run as anticipated and deliver the desired outcomes.
- 2.4. Where the scope of a project needs amending, do so formally via the Executive Director.
- 2.5. Contribute to Universities NZ planning and strategy processes as its Strategic Work Programme is periodically reviewed and/or refocused.

3. Portfolio Operations

- 3.1. Convene meetings of any committees and short-life working groups that sit within your portfolio. Coordinate meeting times and locations, invite attendees.
- 3.2. Working with the chair of each committee or working group; develop agendas and work up or coordinate the production of papers and analysis.
- 3.3. Take and circulate minutes of meetings, or arrange for this to happen where appropriate.
- 3.4. Provide reporting on the activities of committees and/or working groups to meetings of the Vice-Chancellors.
- 3.5. Represent Universities NZ at external meetings as required.
- 3.6. Act as a central coordination and communications point for university people within your portfolio. As appropriate keep people informed as to what is going on and identify areas where there are differences of opinion or direction that may undermine messaging and stakeholder relations in Government agencies.

4. Other Duties

- 4.1. Either solely or with other Universities NZ staff, be able to provide limited cover for at least one other Portfolio Manager during absences and have at least one other Portfolio Manager able to cover your role on the same basis.
- 4.2. Keep sufficient records in a location and logical structure that another person can locate key information during absences and that the history of key issues or projects can be understood in the future.
- 4.3. Assist the Communications Manager with information, analysis and contacts across areas relevant to your portfolio.
- 4.4. Ensure that the content of the website, intranet and other on-line systems relevant to the portfolio are kept up to date.
- 4.5. Contribute to wider Universities NZ planning, projects and operations as required by the Executive Director.

KEY WORKING RELATIONSHIPS - GENERIC

Internal

- The committee of the Vice-Chancellors.
- Chairs and members of committees and short-life working groups relevant to this portfolio.
- Staff across the universities working in or around areas relevant to the portfolio.
- Staff of Universities New Zealand and the Academic Quality Agency.

External

- Staff in Government agencies with policy, advisory or operational management responsibilities in areas relevant to the portfolio.
- Non-government agencies and other organisations working in areas relevant to the portfolio.
- The public.

COMPETENCIES – GENERIC

- **Interpersonal Skills** – relates well to people at all levels. Builds constructive and effective relationships. Tactful and diplomatic. Finds common ground and seen as collaborative and a team player.
- **Advising and Informing** – Provides information that people need to do their jobs. Information is accurate, timely and comprehensive. Advice is considered and appropriate to the situation and audience.
- **Political Savvy** – Can read and manoeuvre through complex political situations. Understands how people and organisations function. Anticipates problems and adjusts approaches. Can navigate organisational politics.
- **Strategic Agility** – Can see ahead clearly to correctly anticipate future consequences and trends. Has broad knowledge and perspective, is future oriented and can articulately paint credible strategies and plans.
- **Presentation Skills** – Effective in a variety of formal presentation settings including one-on-one, with small to medium sized groups, with peers and with superiors. Can tailor messages to different audiences and adjust mid-stream when something isn't working.
- **Written Communication** – Is able to present complex ideas and analysis in a clear, succinct and compelling manner to achieve the desired effect.
- **Problem Solving** – Uses rigorous logic and analysis to solve difficult problems with effective practical solutions. Looks beyond the obvious and doesn't stop at the first answers.
- **Innovation** – Good at generating ideas or spotting good ideas and working out which will work in the real world. Seen as creative, but realistic.

- **Organised** – Has good control of time and an understanding of the priorities. Can marshal their own time and the time of others to get to outcomes quickly and effectively. Able to manage multiple activities successfully at once.
- **Treaty of Waitangi/Partnerships** - Demonstrates an understanding of the implication of the Treaty on today's society and a commitment to equity and operating in a partnership and bi-cultural environment.

PORTFOLIO-SPECIFIC REQUIREMENTS – Portfolio Manager: Knowledge & Technology

Effective knowledge and information management runs through every aspect of the modern university sector's operations. This role will be focussed on supporting relevant university knowledge and information support services (particularly library and ICT services) and understanding and advancing relevant university sector and education system projects and processes.

This role will represent the sector in a range of Government-led ICT and knowledge focussed projects.

Role Objective: Supporting and advancing knowledge and information management across the university sector and wider education system.

Administrative Support: This role will have up to 10 hours of dedicated administrative support available each week from Universities NZ's administration team. It is expected that a large proportion of the more administrative work associated with supporting committee operations (including drafting agendas, gathering and circulating papers, taking minutes and maintaining records) will be delegated to the administration team and the Portfolio Manager will oversee and quality assure their work.

Key Portfolio Responsibilities (Areas where the role is working for the entire university sector)

- **Portfolio Scope:** University corporate support services and systems generally, but a particular focus on libraries and ICT services.
- **Principal Contact Point Responsibilities** (where the role has a leading but not sole responsibility as the interface between the agency and the university sector): Sections within the Tertiary Education Commission, sections within the Ministry of Education, National Library, Department of Internal Affairs, and the various copyright bodies that the universities collectively licence to.
- **Committees** (this list will change periodically):
 - Direct secretariat and project support to Council of NZ University Librarians, (CONZUL), and Information and Communications Technology Committee (ICTC, comprising the Directors of ICT).
 - Oversee and ensure appropriate support to Human Resource Committee, and Directors Facilities Management. [Attend meetings and support UNZ's administration team in all meeting logistics].
- **Expert Working Groups and Short-Life Working Groups:** This role will serve on, or facilitate a range of expert (ongoing) and short-life (project) working groups. The role will work between Government and the university sector on a range of projects.
- **Other Sector Responsibilities:** Coordination point for evidence, information and best practice on anything to do with knowledge and information management.

Key Organisational Responsibilities (Areas where the role is supporting the effective operation of Universities NZ itself)

- Maintaining portfolio relevant content on the Universities NZ website.
- Maintaining the sector evidence base on how New Zealand universities perform relative to international benchmarks and norms. Being able to describe the effectiveness and efficiency of the sector in areas such as ICT, knowledge management and property when dealing with Government stakeholders.

PERSON SPECIFICATIONS

Qualifications

- University qualification – preferably postgraduate and preferably with an information or knowledge management focus.

Skills and Experience

- Employment over at least five years in either the university sector or the public sector (relatively recently – eg, within the past 10 years)
- Substantial experience in libraries or knowledge/information management
- Substantial experience in the use of technology in a library or knowledge and information management environment.
- Substantial experience in an advisory role with a policy and/or strategy focus. Ability to have credibility in influencing and advising at senior leadership levels (chief executives, librarians, CIOs, CTOs, etc).
- Evidence of having successfully led and contributed to a wide range of projects or change initiatives involving a range of stakeholders.
- An ability to summarise complex issues accurately and succinctly and to present preferred positions quickly, simply, and effectively - both verbally and in writing.

RECRUITMENT

In the first instance, Universities NZ will attempt to fill this role via a 2-3 year secondment from out of the university sector. If successful, this role will be used as a leadership development opportunity for an existing proven university staff member with the potential to move into a senior leadership role.

If the role cannot be filled by secondment it will be advertised and filled by normal recruitment on an open-tenure basis.

HOURS OF WORK

Universities New Zealand is open to this role being worked on a full-time or part-time basis – but not less than a three-day week.

REMUNERATION

As at July 2016, the remuneration range for this role was \$91,600 to \$118,600 (85% to 110% around a median of \$107,800). Universities NZ will appoint within this range based on the skills and experience of the preferred candidate.