

POSITION DESCRIPTION

Position:	Senior Governance Advisor
Location:	Institute of Directors – Location Negotiable
Reports To:	General Manager, Governance Leadership Centre
No. of Direct Reports:	Nil
Job Dimension:	0.75 FTE

About the Institute of Directors

The Institute of Directors is the professional body for directors and is at the heart of New Zealand's governance community.

Our vision is for a strong, fair and sustainable future for New Zealand, powered by best practice governance.

We support and enable directors to add value to their organisations and wider communities and prepare them to positively transform the future. We do this by being influential and making an impact; having a reputation for quality; being relevant and future focused; and raising the standards of governance in New Zealand and

The IoD has a vibrant branch network of over 10,000 members representing all aspects of the New Zealand governance community, delivers high-quality governance education and thought leadership, and advocates on directors' behalves.

Our Values

We are **bold** and have the **courage** to do the right thing

We embody **Manaakitanga**

We **respect** the value each **individual** brings

We embrace **kaitiakitanga/stewardship**

We are **learners for life** and seek to **share knowledge**

Position Purpose

The *Senior Governance Advisor* helps raise the standards of governance in Aotearoa New Zealand by carrying out governance-based research, policy development work, and creates and contributes to topical and relevant resources and content that keep members up-to-date on best-practice governance.

The Senior Governance Advisor scans the governance landscape both nationally and internationally and develops and contributes to thought leadership pieces, content, tools and resources to prepare and equip members to competently deal with the new and emerging issues facing directors.

The Senior Governance Advisor supports our members to act within best-practice guidelines and legislative requirements by providing sound member advice to incoming member queries.

The Governance Leadership Centre (GLC) is the IoD's research, policy, advocacy and thought leadership hub. The GLC advocates on behalf of directors and members and the Senior Governance Advisor is a key contributor to this work and, often, a leader of aspects of it.

Key Responsibilities

Thought leadership and content development

- Develop, write and maintain governance resources for ease of access and understanding in across a range of mediums e.g. digital, briefs, extended print versions.
- Produce quality written summaries of research for distribution to members, including directors' briefs, Practice Guides and various written material (including articles) for the website.
- Contribute to the development and maintenance of the IoD's governance framework of best practice materials (e.g. Four Pillars, Governance Manifesto and IoD courses).
- Provide guidance and support to the membership team on membership matters e.g. reviewing and approving the suitability of applicants for Chartered Member and Chartered Fellow status.
- Provide guidance to members on governance related matters within legislative and best practice frameworks.
- Liaise with and provide guidance to the Governance Development team to stay current and fresh in its course development, and to benchmark coursework against current governance best practice.
- Support quality assurance for a range of IoD products, tools, resources and materials to ensure current governance standards and legislation is upheld and maintained e.g. course content, articles, publications, speech notes.
- Contribute to member, external stakeholder engagement, and public commentary and IoD advocacy.
- Contribute to the strategy delivery and effective operation of the GLC in conjunction with the General Manager, Governance Leadership Centre.

Research, policy and advocacy

- Contribute to and/or produce submissions to Government and regulatory bodies on policy and regulations around governance related changes affecting the roles of boards and directors.
- Keep up-to-date on governance best practice, and emerging trends and issues affecting directors including court cases, legislative, and policy and business developments both nationally and internationally.
- Conduct research and develop or contribute to content, reports, discussion themes on governance issues including:
 - The roles and responsibilities of boards and directors
 - Legal and ethical aspects of corporate governance
 - International corporate governance trends
 - Corporate governance reporting (financial and non-financial)
 - Strategy
 - Risk management
 - Board culture and dynamics
 - Environmental and social issues
 - Information and communication technology (ICT)

Responsibilities of this position are expected to change over time as the IoD responds to the changing environment and our members' needs and requirements. This position description will be updated as required to reflect these changes. The incumbent will need the flexibility to adapt and develop as the environment evolves.

Authority

The *Senior Governance Advisor* has the authority to make decisions and carry out actions in all matters related to the responsibilities and deliverables of the position description and consistent with budget approvals.

Key Relationships

Internal:	External
<ul style="list-style-type: none"> GLC and Membership team Governance Development team Content team All IoD staff Local branch committee 	<ul style="list-style-type: none"> Members/director for enquiries Stakeholders e.g. facilitators, partners/sponsors

Person Specification

Qualifications and experience

- A relevant undergraduate or graduate degree e.g. research, business, economics, psychology is required.
- At least 3 – 5 years' experience advising decision-makers on their operating context, major decisions for their organisation and monitoring, including with strategy, economic and financial trends and interpretation of organisational reporting/data.
- Experience in interpreting legislation and/or the development of policy submissions.
- Governance experience and/or knowledge gained in a governance role and/or in advising senior decision-makers.

Technical skills, knowledge and expertise

- Knowledge of New Zealand laws, especially corporate governance.
- Knowledge of, or experience in interpreting legislation and/or the development of policy submissions.
- A passion for and good understanding of governance and "best practice" governance.
- An understanding of:
 - The commercial and not-for-profit operating environment; and/or
 - A good understanding of the mechanics of government (central or local) and the public sector management environment.
- Excellent qualitative research skills, with experience of data interpretation being an advantage.
- Able to recognise and research complex issues and accurately identify key issues in the research.
- An understanding of research methodologies and able to work with researchers and other professionals in designing and undertaking small research projects.
- Excellent communication skills, particularly 'plain English' written communication that is succinct, relevant, accessible, accurate and appropriately pitched for a high level decision-maker audience.
- The ability to see and understand the 'big picture' and the complexities of the governance landscape.

- The ability to professionally represent the IoD in a range of settings and with a stakeholders.
- Excellent judgement and decision making skills based on well-reasoned arguments.
- Can identify potential problems or improvement opportunities, formulate solutions and work with others to deliver them.
- Can multi-task, prioritise, manage time effectively, and work autonomously.
- Proven IT skills and internet search skills.

Personal Characteristics

- A strong customer and member-centric approach.
- Demonstrated ability to work successful within a small team.
- Understands strengths, how to use them in their work and is committed to developing and growing these.
- A high level of accuracy and attention to detail.
- Self-driven, with the ability to work autonomously and as a team member.
- Trustworthy, ethical, and maintains the highest personal and professional standards.
- Is genuine and open and able to engage in a friendly manner with people inside and outside the IoD.
- Proven resilience and adaptability.
- Stay focused on goals and sees things through.

Key Competencies

Competency	Successful Behaviours and Outcomes:
Research, analysis and decision-making	<ul style="list-style-type: none"> • Demonstrates strong analytical skills and the ability to apply a logical rationalisation of complex data. • Thoroughly investigates (or ensures others investigate) issues and incidents, identifies core issues, develops logical conclusions and makes appropriate recommendations. • Able to see broad views, including the context of an issue/challenge, including thinking about and applying different world views. • Reaches well-reasoned decisions using logic, judgment, inclusion of others and data to determine effective solutions or outcomes. • Is bright and intelligent. Deals with concepts and complexity comfortably. • Evaluates innovative approaches and solutions to complex problems. • Clear and transparent about analytical and other assumptions made in undertaking the work.
Relationship management	<ul style="list-style-type: none"> • Displays strong interpersonal skills and the ability to relate well to people at all levels. • Proactively builds and maintains constructive working relationships with key internal and external stakeholders. • Works alongside others, including in a small team, sharing information, ideas, insights and expertise to ensure positive outcomes.
Communication:	<ul style="list-style-type: none"> • Is articulate and demonstrates strong verbal communication skills in a diplomatic and tactful manner. • Written communication has clarity, fluency, impact and conciseness.

Competency	Successful Behaviours and Outcomes:
	<ul style="list-style-type: none"> • Utilises the most appropriate communication medium to deliver critical information at the right level for the target audience, and reflecting their world view. • Ensures people are informed and have the relevant information in order to effectively carry out their jobs.
Influencing	<ul style="list-style-type: none"> • Presents ideas and messages by using rational arguments and pinpointing benefits to other parties and their perspectives and world view. • Presents messages in the context of the 'bigger picture'. • Represents the IoD's point of view in public forums and influences favourable outcomes for the IoD and its members.
Information management:	<ul style="list-style-type: none"> • Collects and manages relevant information through a variety of methods, including research, networking, and databases. • Identifies and keeps up-to-date with the appropriate information sources. • Demonstrates an eye for detail. • Proactively shares knowledge and information with those who have a need for it.
Results orientation	<ul style="list-style-type: none"> • Plans and achieves required results without prompting. • Takes full responsibility for making things happen within own area of control or where parameters are clearly defined. • Uses time and resources effectively.
Collective leadership	<ul style="list-style-type: none"> • Contributes beyond core functional area to enhance overall effectiveness of the IoD. • Ensures consistency and alignment between different teams in the IoD and promotes solution seeking where there are legitimate differences.
Personal leadership	<ul style="list-style-type: none"> • Provides leadership that engages and motivates others to succeed and develop, and proactively share experience, knowledge and ideas Models exemplary management and leadership behaviours, and IoD ethics and values. • Creates a sense of vision, engages and motivates people to participate, and makes things happen. • Fosters an open, collaborative environment that encourages quality, innovation, on-going learning and knowledge sharing.
Teamwork	<ul style="list-style-type: none"> • Believes together is better and makes a personal effort to be an active member of a team. • Gives feedback, helps others to succeed, listens and encourages. • Works co-operatively and collaboratively with team members. • Keeps team members informed of relevant information and decisions which may impact on their work. • Fosters cooperation and provides the required support when needed.
Service Orientation	<ul style="list-style-type: none"> • Takes action in response to member enquiries, requests or complaints.

Competency	Successful Behaviours and Outcomes:
	<ul style="list-style-type: none"> • Focuses on continuous improvement of quality service. • Builds and maintains good long-term member relationships and monitors member satisfaction.