



Institute of Public Administration New Zealand

Executive Director: Position Description

Position	Executive Director
Reports to	IPANZ Board
Location	Wellington
Direct reports	3

Organisational context

The Institute of Public Administration New Zealand (IPANZ) is looking for a senior leader with a flair for business development, innovation and thought leadership.

IPANZ's role is to contribute to a high performing public sector through generating new ideas, opportunities for debate, celebrating and promoting the value of the public service and delivering services of value to the our public sector members.

IPANZ is a not-for-profit organisation, with a proud 80-year history.

Change is needed. There are three key drivers for change in the future strategic direction of IPANZ:

- Likely changes in the public service arising from the Review of the State Sector Act and the many other government reviews intended to improve public services
- The changing nature of work in the public sector, as well as in the wider labour market
- The need to change our business model and to future-proof our financial viability.

In response to these drivers, the Board's decisions on the future strategic direction for IPANZ are that:

- *We will develop new training courses and services.* Our current services to our members are well developed and valued. They include seminars, speaker- and panel-events, training, New Professional events, and the Public Sector journal. The new Executive Director will lead the development of new member services to meet the challenges they will face as government

reviews are completed and their recommendations implemented; and from the changing nature of work.

- *We will enhance our thought leadership and profile.* The new Executive Director will reposition IPANZ in its historic public sector thought leadership role through her/his knowledge of the public sector and ability to influence the environment through advocacy and effective engagement. Historically this has been a key role and strength of IPANZ, and a significant refresh and rebuild is needed.

We are seeking Expressions of Interest from interested and experienced individuals who can work with the board to deliver these changes. This is a part-time role. Flexible arrangements are offered and, indeed, expected.

The incoming Executive Director will be building on an existing well-performing organisation, with a strong membership base comprising many public, private and not-for-profit organisations, alongside individual members. IPANZ's serves its members through a small, dedicated team of skilled staff.

Role accountability

The Executive Director is appointed by, and reports to, the board. S/he is responsible to the board for the overall management and performance of IPANZ. The Executive Director manages the organisation in accordance with its strategy, annual plans and policies approved by the board to achieve agreed goals.

Key focus areas are:

- *Business Development:* development of new products and services for members, development of new partnerships, growth of membership and membership services, growth of new revenue sources, people leadership and strong financial and reporting capacity.
- *Strategy and Thought Leadership:* strategy development and implementation, public policy development, constitutional and parliamentary knowledge, submission writing, strong advocacy and influencing skills, and the ability to communicate to diverse audiences in audiences in particular Ministers, Chief Executives and senior public servants.
- *Corporate leadership:* to ensure continued delivery in event management, training course development and delivery, financial planning and reporting, membership systems, membership recruitment.

Relationships

External

Key leaders in the public sector;

Thought leaders in academia and think tanks.

Media

Members of Parliament; Select Committees

IPANZ corporate members – current and potential

IPANZ individual members – current and potential

General public

Internal

IPANZ staff, and any contractors to IPANZ.

There are currently two staff, one vacant position, and a contractor engaged to edit the Public Sector journal.

Key accountabilities and outcomes

Thought leadership

Developing, or supporting the development of new ideas, that can enhance the quality of public services in New Zealand. The Executive Director will initiate debate about emerging issues and potential innovation. S/he will engage with a wide range of leaders and thinkers, in order to develop IPANZ's positions on issues. S/he will be widely acknowledged for the value and influence they bring to conversations, debate and thinking about public management in New Zealand.

Business Development

The Executive Director will seek to understand the public sector environment in order to identify opportunities to develop new IPANZ services of value. They will seek to collaborate, innovate and generate new financially viable business lines.

Engagement with partners and stakeholders

The Executive Director is expected to engage with IPANZ's key stakeholders; and to develop, and engage with, new partners. S/he will design this engagement to contribute towards IPANZ's strategic objectives.

Planning, financial and operational management

The Executive Director is responsible for leading the work of IPANZ through developing an annual work programme for board approval; and delivering on that programme. The activities in that work programme will be designed to achieve the board's objectives in relation to business development and thought leadership.

The Executive Director is accountable for the finances of IPANZ. That includes (but is not limited to) ensuring that all events are managed within available resources; and that activities intended to be revenue-generating achieve their financial objectives.

Leadership and people management

The Executive Director is responsible for employing IPANZ staff and engaging its contractors; and leading and managing them on a day-to-day basis so that they are encouraged and enabled to contribute their best.

Advice and support to the board

The Executive Director reports to the board at their regular meetings on all key aspects of IPANZ's performance. On a day-to-day basis, the key expression of that accountability is the relationship which the Executive Director has with the Chair.

The board expects strategic reporting which identifies opportunities and risks. It expects operational reporting on staff matters including their health and safety at work; finances; planning for, and reporting on, services to members; and membership retention and recruitment.

The board expects the reporting to include advice on improving IPANZ's short- and medium-term performance.

Compliance

The Executive Director will provide assurance to the board that IPANZ complies with its statutory and contractual obligations.

Experience and knowledge

The Executive Director IPANZ needs must be able to demonstrate skills and experience in:

- Influential thought leadership in the New Zealand public sector
- Development of services (including fee-paying services) which anticipate and respond to member needs
- Leadership and management of a small team in order to maximise their achievements and job satisfaction.

The Executive Director must have sufficient knowledge and experience to be responsible for high performance in IPANZ's existing core services including:

- Developing and maintaining effective public sector networks, relationships and connections with the public sector.
- Financial planning, budgeting, management and reporting, membership, journal subscriptions and billing/accounting services
- Effective communications, media and social media and channel management
- Capacity to produce visible, clear and proactive communications