



Position Title	Director: Strategy & Corporate Services
Responsible to:	Chief Executive Officer

NZSO Vision, Mission & Values

Vision

The NZSO is Aotearoa New Zealand’s most loved entertainment brand.

Mission

To delight, surprise and excite Aotearoa New Zealand through memorable musical experiences

Values

Fresh	We play old music like it was written yesterday and inhabit new music in a way that’s familiar
Fearless	We are not constrained by convention or location
In front	We are world-class in everything we do
He Herenga Whenua	Inspired by, and connected to this awe- inspiring country, we take excellence and turn it into a shared experience for all New Zealanders

Position Purpose

The Director: Strategy & Corporate Services is responsible for bringing the NZSO Strategy to life through close collaboration with the executive team. The director is both externally and internally facing with a focus on developing key stakeholder relations, while maintaining internal oversight of finance, business services and human resources management functions that enable operational delivery.

As a senior strategist and the board secretariat, the director will be a key adviser and partner to the CEO to support effective and efficient governance of the NZSO. In driving strategy, the director will be working closely with other Directors to align business activities with the overall direction and objectives set by the Ministry, Board, and Executive Team.

One of the key internal responsibilities of the Director: Strategy & Corporate Services is creating an environment where our people can thrive. This includes overseeing the organisation’s human resources management function and leading the NZSO on its bicultural journey.

The other key internal responsibilities include providing oversight of the organisation’s finance and business services function and developing and maintaining key government relationships. This role will also lead the NZSO’s commercial partnerships initiatives and significant projects, including the National Centre for Music.

Key accountabilities	Key Deliverables
Department Leadership	<ul style="list-style-type: none"> • Strategic leadership and general oversight of the Business Services, Finance and Strategy functions within the department • Providing best-practice people management to direct reports, with support from the Senior Manager: HR • Supporting direct reports in the management of high-performing teams and ensuring the department’s strategy and innovation activities are aligned with the wider organisation • Ensuring compliance with responsibilities under the Health and Safety at Work Act 2015
Strategy	<ul style="list-style-type: none"> • Supporting the CEO in the ongoing development and implementation of the NZSO Strategy, and working closely with other members of the executive team to ensure consistency in strategic activities across the organisation • Shaping and implementing organisation-wide strategic projects and entrepreneurial initiatives in anticipation/response to external opportunities and challenges to enhance and progress the NZSO mission • Working with the CEO and the Board to establish clear performance targets and objectives for the business that include strong aspects of innovation and collaboration (both internal and external)
Government relations	<ul style="list-style-type: none"> • Being a key contact person for government relations, with a focus on developing the NZSO’s relationship with the Ministry for Culture & Heritage and across key government areas, including local government • Being a key adviser to the CEO on government and stakeholder relations • Driving stakeholder engagement and maturing relationships to develop NZSO’s reputation within government
Board Secretariat & Governance Support	<ul style="list-style-type: none"> • Working closely with the CEO, members of the executive team, and senior managers to develop NZSO’s accountability and compliance documents such as the statement of intent and annual report • Providing administrative support as the board secretariat including the preparation of agendas and other related documentation
People & Human Resources	<ul style="list-style-type: none"> • Oversight of HR function, ensuring best-practice people management mechanisms for the NZSO’s leaders and managers • Developing the NZSO’s culture, with a strong focus on collaboration and innovation, and internal communications • Leading the NZSO on its bicultural journey and developing internal capability to form a stronger connection with New Zealand’s bicultural foundations • Working with the Strategy & Corporate Services department to ensure close alignment between finance and business activity, and HR information • Being the key escalation point for matters relating to performance, behaviours, and sensitive people-related issues

Key accountabilities	Key Deliverables
	<ul style="list-style-type: none"> • Overseeing the partnership with the union and leading union negotiations when required • Oversight of health and safety management, ensuring compliance with responsibilities under the Health and Safety at Work Act 2015
Finance & Business Services	<ul style="list-style-type: none"> • Strategic oversight of the finance function and team, ensuring financial activities and financial performance are aligned to strategy • Providing assurance that the financial activities are compliant with legislative requirements • Overseeing the preparation of the annual financial statements and the annual audit process • Providing oversight to ensure all tendering and procurement activity are managed in accordance with relevant guidelines and legislation • Overseeing business service activities that provide operational support to the wider organisation, ensuring continual improvement and development of our digital and information management functions
Commercial Partnership and Projects	<ul style="list-style-type: none"> • The strategic oversight and executive sponsorship of major commercial collaborations and projects including the National Centre for Music

Person Specification	
Experience	<p>Extensive comparable and relevant experience, including:</p> <ul style="list-style-type: none"> • Extensive experience in senior strategy roles • Extensive experience within the wider New Zealand Government sector • Extensive experience in shaping and successfully finalising commercial deals • Experience in the successful design and delivery of an organisational strategy • Experience in governance or Board roles • Experience in managing an organisation’s corporate services function, including finance, business services, human resources management and relationships with the NZSO’s monitoring agency • An interest in the arts/orchestral sector with a vast stakeholder network • Experience successfully driving innovation initiatives and strategic projects • Experience in building cultural capability in an organisation
Qualifications	<ul style="list-style-type: none"> • Relevant graduate (BA level) qualifications or equivalent experience • Memberships with relevant associations
Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge and appreciation of orchestral music • Excellent leadership skills and the ability to drive collaboration • Excellent interpersonal and stakeholder management skills

Person Specification	
	<ul style="list-style-type: none">• Extensive managerial experience to support direct reports in the people management and operational management of their teams• Proven track record of delivery• Excellent interpersonal skills including the ability to manage conflict and to develop high performing teams• Has a commitment to uphold the principles of Te Tiriti o Waitangi/the Treaty of Waitangi, readiness to promote improved outcomes for Māori, and knowledge of te ao Māori established networks.• Has a working understanding of what is involved in leading a bicultural organisation