

Position Description

Title:	Programme Advisor GIA Operations Limited (GOL)
Reports to:	Chief Executive
Location:	Wellington
Date:	February 2021

Purpose of the position

GOL is a co-operative company established to run the corporate activities of the Government Industry Agreement for Biosecurity Readiness and Response (GIA). GOL actively facilitates and, where necessary, drives the implementation of the partnership described in the GIA Deed (www.gia.org.nz). It is independent of government and the industry organisations it serves, and acts in the interests of all Signatories.

The purpose of the Programme Advisor, GOL is to facilitate and drive the activities and work programmes of a range of governance bodies across GIA. The Programme Advisor is responsible for project management, reporting and monitoring activities, including individual project financial performance and timeliness.

Because of its small size GOL employees must be prepared to carry out all aspects of the relevant task, which can range from basic administration to strategic policy development and advice and everything in between

Principal responsibilities

1. Maintain and update Councils work programmes and report update documents, including the creation, maintenance and updating of financial spreadsheets for all projects and administration recording. A key role is assisting in the preparation of financial summaries for GOL invoicing
2. Lead Council deliberations on work programme progress, issues, and decision making
3. Provide Secretariat functions for governance bodies supported, including setting agendas with the Chairs, facilitating meeting arrangements, taking minutes and ensuring follow up occurs
4. Liaise closely with Technical Leads and Project Leads to coordinate and assist with the initial development of project documentation used to construct the Work Programme updates for each Council meeting
5. Follow-up Project Leads for project delivery progress gaining financial and activity updates for all projects
6. Provide advice on project management requirements
7. Coordinating internal resources and third parties/vendors
8. Assessing value, developing cases, and prioritizing backlog to ensure work focuses on those with maximum value
9. Other duties as required

Key result areas

Tasks	Achieve Measures
Maintain Work Programmes	Work Programme updates are facilitated via regular updates to, and return reports from, the typically science-based Project Leads.
Compile Reports for Work Programme	Contributors are provided with updates on reporting requirements, enabling project reports to be accurately prepared in a timely manner.
Secretariat	Governance meetings run smoothly and achieve necessary outcomes. Papers and minutes are issued within agreed timeframes
Maintain Financial Spreadsheets	Records of project delivery expenses and in-kind contributions are recorded accurately each month in the respective project spreadsheets.
Prepare Financial Records	Expenses and in-kind contributions are compiled to allow prompt and accurate reconciliation of expenses to enable invoicing for GIA in line with approved project budgets.
Initiate Project Documentation	Technical Leads and Project Leads are provided with templates and outlines assisting with their initial development of project documentation.
Coordinate Project Reporting	Liaise with Project Leads to enable timely and accurate delivery of project and financial updates used to construct the Work Programme report for each Council meeting.
Document Management	Work Programme, Financial Spreadsheets, and other key documents are accurately maintained and saved as electronic files on Piritahi.
Project Management Support	Provides timely advice on project management requirements and mentoring inputs as required. This includes assisting with the procurement and ongoing contract management of project suppliers
Administrative Support & Other Duties	GIA Secretariat assisted with additional administrative support as required, including

	assistance with the running of the office and implementation of GIA and associated project activities.
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Dimensions of the position

The position has no direct reports or financial delegation, but in time will have the ability to incur financial costs for expenditure within approved budget and delegated authority.

SECURITY CLEARANCE

Criminal Conviction and qualification Checks, along with referee checking, will be carried out before the appointment is confirmed.

Education, skills and experience

Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • academic qualification in a relevant discipline or equivalent experience. • Project management qualification or equivalent experience
Experience and knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Project management or coordination skills, including experience in leading projects and achieving effective outcomes in situations where there are diverse interests. • Communications and presentation skills. • Experience in providing Secretariat services to multiple boards or other governance bodies, including reporting at Board meetings • Experience maintaining and reconciling budgets • Experience in managing relationships and consultation with an assortment of government and industry stakeholders, or equivalent. • Must be able to operate independently, and be prepared to be a ‘one stop shop’ for tasks responsible for • Must be a strong business writer (board papers and the like) • Excel and/or similar systems <p>Desired</p> <ul style="list-style-type: none"> • Experience and understanding of domestic and international biosecurity issues. • Knowledge of Primary sector business environment, strategic priorities, strengths and weaknesses.

GIA OPERATING FRAMEWORK

