

AIP PANEL ADVISOR, KAITOHUTOHU PAE HANGARAU-PĀMU



REPORTS TO	LOCATION	DIRECT REPORTS	GROUP
Investment Director – Operations and Programmes and Chairperson of the AIP visa Advisory Panel Ringatohu Haumi - Mahi me ngā Kaupapa	Auckland, New Zealand Office	0	Investment

“Our purpose is to grow companies internationally – bigger, better, faster – for the good of New Zealand”

“Tā mātau whai kia whakakaha kamupene – kia nui ake, kia pai ake, kia tere ake – mō Aotearoa ngā whiwhinga”

WHY IS THIS ROLE IMPORTANT? | TE MANA Ō TE MAHI?

This role is a critical part of enabling NZTE to perform its governance and administration responsibilities under the Active Investor Plus visa (AIP visa) programme. Responsible for leading the Active Investor Plus Advisory Panel Secretariat, you will ensure the effective management and operation of the Secretariat and all key processes for the application and assessment of acceptable investments under the AIP visa programme.

The Business Advisor is the Secretary to the Advisory Panel and ensures that the Advisory Panel functions efficiently and in accordance with relevant legal and other requirements; assisting the chairperson, induction of new Advisory Panel members, and other duties to ensure the smooth running of the Advisory Panel.

WHAT'S THE ROLE ABOUT | TE NGAKO Ō TE MAHI?

The most important work of this role is to...

- Carrying out an effective Secretariat function for NZTE and the Advisory Panel (through its chairperson), which is responsible for assessing and recommending to NZTE the eligibility of direct and managed fund investments under the AIP visa programme. This includes:
 - arranging and attending meetings, setting meeting agendas, preparing, and distributing papers, taking, and distributing meeting minutes, coordinating any reporting requirements.
 - answering approved investment criteria and process related questions, both within NZTE and externally
 - ensuring all documentation (applications and re-certification documents) are complete, in all respects before submitting to Advisory panel members for review
 - facilitating any communication between an applicant and the Advisory Panel. For example, monitoring and triaging an inbox where applicants submit enquires

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regarding the approval process/criteria and sending communication on the Advisory Panel's behalf regarding the outcome of applications.

- proper record keeping and security of information
- timely and effective communication with applicants, pre and post-application
- maintaining the interests register of, and the register of recommendations by, the Advisory Panel.
- ensuring expenditure is managed in accordance with the NZTE Fine print guidelines.
- Preparing and maintaining Advisory Panel resources, such as processes and procedures, interview and reference question templates, and material correspondence in an easily retrievable manner.
- Preparing, for NZTE's approval, the Advisory Panel's recommendations and being the conduit between NZTE and the Advisory Panel Chairperson.
- Be the primary point of contact and conduit between applicants and the Advisory panel. Working closely with the Investment Directors – Operations and Programmes and Investment Director - Private Capital and the Advisory panel to ensure the assessment process is successfully supporting NZTE to perform its role as decision-maker.
- Opportunities, risk, and issues are identified and managed appropriately.
- Effective monitoring and evaluation are used to implement continuous improvement.
- Manage administration support to assist with the fulfilment of the Secretariat services require by the Advisory Panel and the Chairperson, including attending to correspondence and approval of invoices.
- Support the Investor Migrant Programme team to maintain relationships with key stakeholders (such as banks, fund managers, licensed immigration advisors).
- Support the NZTE Investment team with other tasks where required, including managing website enquiries and registrations. Proactively identify common themes arising in the application and assessment process where processes could be optimised.
- Contribute to the building of the InvestNZ brand, a key element of our investment attraction strategy, by supporting key events or digital information outreach.
- A high level of trust and confidence is established and maintained in all dealings with the Advisory Panel members, Chairperson and NZTE's GM – Investment.
- Actively deliver on NZTE's strategy in relation to the Active Investor Plus visa.
- Establish and maintain productive rapport with Investment colleagues, and market associates.
- Build and leverage networks throughout New Zealand, including networks with NZ Inc, key authorities, business groups and local New Zealand associations.
- Develop strategic commercial networks to include investors, influencers, advisors, associated industry groups.

Success in this role means:

- Delivering outstanding results for NZTE and the AIP Committee by:
 - Providing timely and trusted information to the Committee and other key NZTE stakeholders.
 - Assisting in the management of a high-quality AIP Programme, including working to tight timeframes and deadlines.
- Ensuring NZTE's obligations are managed, within timeframes and meeting all requirements.
- Advising colleagues and applicants to deliver relevant, high quality and appropriate information

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- Developing trusted relationships with applicants and internal stakeholders
- Identifying opportunities for continuous process improvement

WHAT CAPABILITIES ARE NEEDED TO SUCCEED | Ō PŪKENGA?

- Post graduate qualification in a relevant field.
- 2 – 3 years experience of public policy processes, machinery of Government and working constructively with agencies and stakeholders
- Strong commercial acumen, with demonstrated understanding of the business and investment environment.
- Understanding of Governance and reporting requirements. Prior board secretariat or legal executive experience preferred.
- Strategic capability, with a particular focus on supporting the operationalisation of processes and identifying opportunities for process improvement.
- Process driven and have a commitment to deadlines.
- Highly detailed oriented and the ability to assess and challenge information.
- Excellent written and verbal communication skills.
- Proven ability to network and maintain productive relationships with stakeholders and partners.

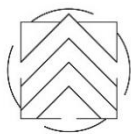
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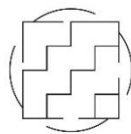
Our characters | Ō mātou uara

- **Ambition drives us** – Our ambition for our customers is high, and we always rise to the occasion. We help meet their business expectations by expecting greatness of ourselves.
- **Adventure teaches us** – Experimentation is more powerful than perfection, as only through learning from our missteps can we truly succeed. That's why 'giving it a go' is the best way to learn.
- **Honesty frees us** – We explore challenges with an open mind. Only when we ask questions and truly listen can we discover the right way forward.
- **Trust binds us** – Our people may be worlds apart, but it's trust that holds us together. Growing a nation is only possible when we keep promises and honour commitments.
- **Manaaki is us** – We celebrate the mana (strength and dignity) of each other as being equal to or greater than our own. We strive to enhance mana in everything we do through our hospitality, generosity and mutual respect.

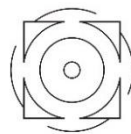
It's when these five characters work together that we truly become One Global Team – that's the real superpower of our organisation and how we achieve so much for our customers.



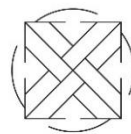
AMBITION
Drives us



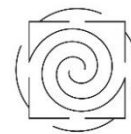
ADVENTURE
Teaches us



HONESTY
Frees us



TRUST
Binds us



MANAAKI
Is us

How we lead at NZTE | Ā mātou kawenga ki Te Taurapa Tūhono

Leadership at NZTE takes a broad definition. We see leaders as those who lead others. That can include formal people leaders, leaders through influence or those who are leading our customers. At NZTE we define leadership as "*enhancing mauri to deliver impact*".



NZTE is committed to uplifting the mana of Māori as tāngata whenua and recognises Te Tiriti ō Waitangi/ the Treaty of Waitangi as Aotearoa's founding document.