BUSINESS ADVISOR

NEW ZEALAND TRADE & ENTERPRISE
Te Taurapa Tūhono

REPORTS TO	LOCATION	DIRECT REPORTS	GROUP
General Manager – Digital and Data	New Zealand	Nil	Digital and Data

"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?

The Business Advisor enables the General Manager Digital and Data and the Digital & Data Leadership Team to operate with focus, discipline and pace. The purpose of this role provides high-trust advice, judgement, executive coordination and follow-through, alongside seamless delivery of executive-assistance requirements. It also helps the General Manager remain focused on the strategic and enterprise-level contribution expected of the role.

The role also increases the effective capacity of the General Manager and Digital & Data Leadership Team through substantive analysis, executive-quality drafting, support for selected projects and reviews, and disciplined follow-through. It also supports running the leadership teams core leadership operating rhythm, connecting priorities, forums, stakeholders, information, decisions and actions, while preserving clear accountability for Digital & Data strategy, portfolio, planning, financial, performance, technical and functional decisions.

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

The most important work of this role is to…

- Advise the General Manager and Digital & Data Leadership Team by framing complex issues, testing options, analysing implications and preparing clear recommendations.
- Maintain an integrated view of the General Manager agenda across Digital & Data, Lead Team and enterprise commitments, identifying conflicts, gaps and emerging issues requiring attention.
- Act as a change champion by supporting stakeholder planning, engagement, communications and leadership alignment for significant Digital & Data change, in coordination with accountable change leads.
- Improve the operating rhythm of the General Manager office and Digital & Data Leadership Team, including agendas, information flows, forums, decisions, actions and follow-through.
- Support culture and engagement activity by analysing OurVoice insights, helping develop agreed actions and monitoring progress.
- Support selected projects and reviews commissioned by the General Manager or Digital & Data Leadership Team by coordinating activity, analysis, stakeholder engagement and follow-through, while delivery accountability remains with the relevant leader.

- Draft concise, decision-ready papers, briefings, presentations and correspondence for the General Manager and Digital & Data Leadership Team, including Lead Team, Board and governance material where appropriate.
- Triage incoming issues and requests, resolve or redirect routine matters within clear parameters, and escalate matters requiring executive judgement.
- Provide executive and operating support to Digital & Data forums, maintaining a clear view of decisions, commitments, owners and deadlines.
- Deliver executive-assistance requirements for the General Manager, including diary and meeting management, travel, expenses, correspondence, records, logistics and practical support for people-cycle activities.

Success in this role means:

- The General Manager and Digital & Data Leadership Team receive well-judged advice, analysis and executive-ready materials that support timely decisions.
- The General Manager is able to focus on the highest-value strategic, organisational and leadership priorities.
- Digital & Data leadership forums have clear agendas, appropriate information and reliable follow-through on decisions and commitments.
- Selected projects and reviews are supported with clear scope, sound analysis, effective stakeholder engagement and coordinated follow-through.
- Change, culture and engagement activity is well coordinated with accountable leaders and informed by relevant evidence.
- Stakeholders experience a responsive, organised and well-connected General Manager office and understand where accountability sits.
- Executive-assistance responsibilities are delivered accurately, seamlessly and with discretion.
- The role supports Digital & Data leaders without duplicating their delivery, technical or functional accountabilities.

WHAT CAPABILITIES ARE NEEDED TO SUCCEED | Ō PŪKENGA?

- Significant experience supporting a senior executive or leadership team in a complex organisation.
- Demonstrated business analysis and problem-solving capability, including developing clear options and recommendations for senior decision-makers.
- Proven ability to write high-quality executive and governance material, including concise papers, briefings and correspondence.
- Experience supporting cross-functional projects, reviews or change activity from definition through delivery and close-out.
- Practical understanding of change championing, stakeholder engagement and communications.
- Excellent planning, prioritisation and organisational capability, with strong attention to detail and follow-through.
- Sound business judgement and political acuity, including knowing when to act, redirect, challenge or escalate.
- High levels of discretion and integrity when handling sensitive organisational, commercial and people information.
- Strong relationship and influencing skills across senior leaders, peers and external stakeholders.

- Advanced proficiency with Microsoft 365 tools and contemporary executive-office practices.
- Experience using employee or stakeholder insights, such as OurVoice results, to support culture, engagement or organisational-improvement actions.
- Experience working in a digital, data or technology environment, with sufficient understanding to connect people, information and decisions without assuming specialist accountability.

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.



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"*.

