



# Position Description

## Senior Business Advisor

<b>Team</b>	Strategic Finance
<b>Unit</b>	Finance and Performance
<b>Group</b>	Corporate Services
<b>Manager</b>	Manager Strategic Finance
<b>Location</b>	Wellington
<b>Job band (indicative)</b>	18G
<b>Security clearance</b>	Choose security clearance level
<b>Date</b>	April 2026

### About the Ministry of Health (the Ministry) – Manatū Hauora

The Ministry of Health is the lead advisor to the Government on health and is responsible for ensuring the health system meets the current and future needs of all New Zealanders.

We fulfil this role through three key functions:

**Policy:** We support the Government to set health system priorities and develop policies. We collect evidence to understand the system and to get the best health outcomes for New Zealanders.

**Regulation:** We design rules and regulations for health services, products, and pharmaceuticals to protect public health and safety. We ensure health regulations are proportionate, effective and safe.

**Monitoring:** We monitor the performance of the health system by collecting data, checking performance and reporting to the Government. If issues arise, we work with others to address them. We assess both health outcomes and financial efficiency.

### Group description – Tō mātou nei aka

**Corporate Services | Te Pou Tiaki** is a strategic enabler for the Ministry of Health, providing the systems, services, advice and capability that lift organisational efficiency, performance and resilience. We ensure our people, processes and information are safe and well governed. Corporate Services delivers integrated enterprise leadership across people and capability, finance and performance, digital and information services, communications and Government services, and legal services.



## Position purpose – Kōrero mō te tūranga

The Senior Business Advisor provides leadership and strategic ownership of the Ministry's Adaptive Planning capability. The role is responsible for ensuring Adaptive Planning effectively supports strategic financial reporting, budget management, and organisational capability uplift.

## What you'll do – Ko tōu ake mahi

- Lead the direction of system changes with a focus on driving innovation, and upskilling the business, implementing the system roadmap and daily management of the system
- Lead and develop Financial Reporting and Budget Management Practices working in close partnership across Finance functions and the business to embed system improvements and optimise financial processes
- Enhancing dashboards, financial insights, and reporting used by cost centre managers and finance leaders
- Drive improvements in strategic financial reporting and budget management, translating system capability into high quality insights for senior leaders
- Enable and support the business partnering team to uplift financial planning capability across the Ministry
- Exercise strategic ownership of the system, working across Finance and the wider organisation to ensure Adaptive Planning continues to meet evolving business needs
- Be the primary support person for Adaptive Insights, the Ministry's chosen Budgeting, Planning and Reporting Cloud solution, including incident logging and resolution, systems configuration and daily support tasks
- Champion best practice by building capability within the team, and fostering a culture of continuous improvement
- Provide leadership for projects and areas, working with others to ensure all work is well planned, using work planning tools and methods which includes taking strategic and tactical approaches to achieve results through high quality advice
- Contribute to the development and continuous improvement of processes, tools and frameworks within the wider team
- Build collaborative and positive relationships across the (team, groups, Ministry, the wider health sector, government and other external stakeholders)
- Ensure all work reflects our responsibilities to the priority of equity and meeting Treaty of Waitangi obligations.

This position description is intended as an insight to the main tasks and responsibilities required in the role and may be subject to change in consultation with the job holder.



## What you'll bring to the role – Ko ngā pukenga ōu

- Tertiary qualification in a finance or relevant field
- A minimum of three years' experience in a Finance team ideally working with Adaptive Insights or a Cloud financial reporting system
- Excellent analytical and communication skills, and an ability to deal with complexity and ambiguity
- Ability to identify opportunities for efficiencies as well as developing enhanced internal controls
- A collaborative working manner with the ability to develop good working relationships with internal and external stakeholders
- Prior experience in training and showing internal and external stakeholders how a new system or process works
- Prior experience in documenting options and explaining solutions to convince a wide variety of stakeholders to adopt a change in process or existing behaviour
- Proven organisational skills with the ability to think ahead, use initiative, establish priorities and meet deadlines whilst preserving high levels of accuracy and confidentiality
- Previous experience in applying critical thinking and using sound judgement to develop options and provide advice
- Strong written and oral communication skills with the ability to tailor complex messages to a range of audiences
- Excellent interpersonal skills with the ability to foster good stakeholder relationships.

## Leadership Success Profile – Angitūtanga

The Te Kawa Mataaho Leadership Success Profile (LSP) describes what effective leadership looks like across the New Zealand public sector. All roles at the Ministry are assigned to one of four leadership categories. Each category draws on selected capabilities, which combine both leadership competencies and character traits from the LSP, to reflect different types of leadership.

This role is assigned to the **'Leader of Self'** category, and the following capabilities outline what is required to be successful in this category:

<b>Leading with influence</b>	<i>Lead and communicate clearly and persuasively to gain support from colleagues, asking questions to understand concerns and tailoring messages so they resonate with different audiences.</i>
<b>Engaging others</b>	<i>Build trust and positive relationships by connecting personally, listening actively, reading situations, and communicating with tact to create an inclusive and respectful environment.</i>



<b>Achieving ambitious goals</b>	<i>Take ownership and show persistence to achieve challenging goals, focusing on opportunities and outcomes rather than constraints, and maintaining optimism in the face of obstacles.</i>
<b>Managing work priorities</b>	<i>Plan and organise your work effectively to meet deadlines and quality standards, focusing on the most important priorities and balancing proactive and responsive tasks.</i>
<b>Curious</b>	<i>Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.</i>

## **Your health, safety, and wellbeing – Oranga me te haumarū**

At the Ministry of Health, we expect all of our people to:

- Ensure health and safety is integrated into business-as-usual activities
- Promote employee participation in health and safety by actively supporting employee health and safety representatives (HSRs)
- Acquire and keep up-to-date knowledge of work health and safety matters including the hazards and risks associated with operations
- Ensure staff are informed of and trained in safe practices and procedures in their specific areas of work

## **Diversity and inclusion – Kanorau me te whakauru**

The Ministry of Health welcomes and supports people of all gender identities, ages, ethnicities, sexual orientations, disabilities, and religions. To support this we:

- Foster inclusive workplaces that value diverse perspectives and lived experience
- Attract and retain diverse talent by creating accessible, welcoming environments.
- Apply the merit principle fairly, ensuring equitable opportunities for all.