

# Position Description

<b>Position Title:</b>	Business Planning & Performance Manager
<b>Reports To:</b>	Director, Finance
<b>Direct Reports:</b>	~ 5 (TBC)
<b>Group:</b>	Finance & Business Performance team
<b>Key Relationships:</b>	Senior Leadership Team, Science Group Managers, Science Team Leaders, People & Culture, Partnerships, Information Technology & Property, Financial and Legal Advisors / Consultants, Auditors (internal & external), pan-CRI Finance Manager cohort.
<b>Location:</b>	Lincoln
<b>Date:</b>	November 2024
<b>Grade:</b>	TBC

## WHO WE ARE

We are passionate innovators, dedicated to making a difference in the future of New Zealand by delivering world-leading research and through complex problem-solving across diverse agricultural areas. We are respected by the scientific community for thought leadership, trusted by industry partners for the value we add to the sector, and highly regarded by farmers and governmental stakeholders for all that we do to keep New Zealand at the forefront of global agricultural excellence.

We go beyond innovation to maintain AgResearch's role as a leading collaborator and contributor to New Zealand's worldwide agricultural reputation.

Our Vision is to drive economic prosperity by transforming agriculture while incorporating the fundamental concepts of sustainability, environmental responsibility, and Mātauranga Māori.

## POSITION SCOPE & PURPOSE

The Business Planning & Performance Manager will develop and maintain the planning and performance finance functions at AgResearch, ensuring quality financial planning, and financial insights into both Science delivery and supporting organisational assets. This role will be required to lead and develop a team that will provide a high level of financial understanding across the organisation ensuring that that the right information is available at the right time to enable financially informed decision making.



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## KEY ACCOUNTABILITY AREAS

### FINANCIAL LEADERSHIP & RELATIONSHIP MANAGEMENT

- Work closely with the Director of Finance to:
  - Develop and maintain the financial forecasting and budgeting function of the AgResearch Group.
  - Develop and manage Science funding/costing models that contribute to the ongoing financial sustainability of AgResearch.
  - Develop and promote financial performance measurement of AgResearch assets to improve asset utilisation and returns.
  - Support internal stakeholders with financial analysis to support financially sound decision-making.

### TEAM LEADERSHIP AND MENTORING

- Leads a team of engaged, competent and motivated employees to achieve business goals and meet customer needs.
- Ensures a high-performing team by agreeing performance expectations, providing regular feedback, rewarding and recognising team members appropriately and taking corrective action where necessary.
- Effectively recruit, engage, lead, co-ordinate, coach and develop a Business Planning and Performance team focussed on continuous improvement.
- Champion the values by living and role modelling these in all aspects of work.

### BUSINESS PLANNING & PERFORMANCE

- Develop a financial planning framework across the organisation that reflects internal and external stakeholder requirements.
- Develop operational reporting that provides insights into investment and divestment opportunities.
- Support funding/costing proposals using appropriate models and methodologies.
- Support capital investment business cases by partnering with stakeholders.

### POLICY & PROCESS

- Challenge business processes to improve efficiencies across financial functions.

### HEALTH AND SAFETY

- Maintain current knowledge and comply with all AgResearch's health, safety and well-being (Te Whare Tapa Whā), policies, frameworks, systems, and procedures.
- Demonstrate safe workplace behaviour by taking all practicable steps to ensure your own and



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other's safety in the workplace, coaching and influencing your people to ensure goals are met.

- Support the health and well-being of your team to ensure they are productive and engaged.
- Identify and report incidents, hazards, near misses and safety observations via AgResearch's health and safety reporting system.
- To ensure proactive and effective workplace injury management and ensure the appropriate rehabilitation and support for employees.

## ORGANISATIONAL OBJECTIVES

- Applies and implements prescribed project management methodology into all project work.
- Applies principles of continuous improvement by taking ownership for identification, analysis and investigation of work-related matters with the intent to improve, manage compliance and initiate best practice in our place of work.
- Actively participates in developing the capability to strive towards our responsibilities as a Tiriti partner. This includes Te Tiriti o Waitangi training, te reo Māori me ōna tikanga, cultural bias training and actively supporting Māori employees to mitigate inequities.
- Ensures that all information created or received during the course of your work is managed as per [AgResearch Information Management policy](#). This includes naming, storing, classifying and ensuring it is available to other staff as per the policy."
- Actively participates in AgResearch performance process including setting objectives and having a robust development plan. Proactively and constructively contributes to performance conversations and personal development.
- Embraces the AgResearch Values framework and develops own behaviours to support these Values continuously.
- Takes responsibility to understand and apply AgResearch policy, processes, systems, and procedures daily.
- Commits to accurate and timely information sharing and recordkeeping as per set organisational standards.
- Performs additional tasks, duties and/or responsibilities as directed by your people leader

## OTHER

- The accountabilities set out above are not exhaustive. Therefore, it may be necessary for you to undertake other reasonable accountabilities as required, which are within your abilities.



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## PERSON SPECIFICATIONS

The person best suited to this position will possess the following:

### EDUCATION & QUALIFICATIONS

- Tertiary qualification in Finance discipline e.g. Accounting, Commerce, Finance
- Qualified Chartered Accountant or equivalent.

### CAPABILITIES & EXPERIENCE

- Leadership experience in senior financial and business performance role/s for an organisation.
- Experience in managing budgeting and forecasting processes.
- Experience with integrated financial planning tools.
- Experience with tier 1-2 Financial Management systems.
- Experience within a complex multi-system environment.
- Has excellent verbal/oral communication skills and strong interpersonal skills to liaise with a wide range of internal and external customers and suppliers.



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## COMPETENCIES

Organisational wide competencies – competencies determined by the organisation as critical to all roles	
Accountability	Accepts responsibility for one’s actions regardless of outcomes.
Caring About People	Displays sensitivity towards the attitudes, feelings, or circumstances of others.
Developing People	Provides support, coaching, training, and career direction to others.
Integrity	Acts honestly in accordance with moral or ethical principles.
Driving Results	Accomplishes goals, completes tasks, and achieves results.
Leveraging Diversity	Respects and values individual differences to obtain a desired effect or result.
Relationship Building	Develops collaborative relationships to facilitate current and future objectives.
Self-Development	Actively acquires new knowledge and skills to remain current with and/or grow beyond job requirements.
Role based competencies – competencies required to perform this role	
Decision Making	Uses sound judgment to make timely and effective decisions
Delegating	Assigns work to others based on tasks, skills and workloads
Driving Change	Champions new methods, systems and processes to improve performance
Influencing Others	Persuades others to help achieve organisational goals and objectives
Listening to Others	Listens and restates the ideas and opinions of others to improve mutual understanding.
Managing Conflict	Resolves hostilities and disagreements between others.
Managing Resources	Coordinates people and financial and material capital to maximize efficiency and performance.
Solving Problems	Identifies solutions given available information.
Taking Smart Risks	Evaluates tradeoffs between potential costs and benefits and acts accordingly.
Team Building	Assembles productive groups based upon required skills, goals and tasks.

I "[Enter Full Name]", have read and accept the duties and responsibilities as detailed in the Position Description.

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 "[Enter Full Legal Name]"

\_\_\_\_\_  
 Date



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