

Level 4 Freyberg House,
2-12 Aitken Street
Wellington, New Zealand

P +64 (0)4 496 0999
F +64 (0)4 496 0859

PO Box 12703,
Molesworth Street
Wellington 6144, New Zealand

E info@defence.govt.nz
www.defence.govt.nz



New Zealand
**MINISTRY
OF DEFENCE**
Manatū Kaupapa Waonga

22 September 2015

OC003-2016-3981

Valerie Morse
fyi-request-3104-4f01e8ce@requests.fyi.org.nz

Dear Ms Morse

RESPONSE TO YOUR OFFICIAL INFORMATION REQUEST

Thank you for your email of 31 August 2015, in which you requested information regarding Ministry of Defence "Industry Relationship Staff".


A number of Ministry roles currently include a component relating to working with industry.

The Ministry's Acquisitions Division is currently undergoing a change programme. There are two industry relationship roles confirmed in this programme, and I have attached the job descriptions for these positions.

Under section 28(3) of the Official Information Act 1982 you have the right to request the Ombudsman to investigate and review this response.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'H. Quilter'.

 Helene Quilter
Secretary of Defence

Encls: Defence Industry Advisor Job Description
Defence Industry Business Specialist Job Description



JOB DESCRIPTION

Job title	Defence Industry Advisor
Division	Acquisition
Responsible to	Defence Industry Business Specialist
Staff	Nil
Financial	Nil

Key Accountability

The Defence Industry Advisor supports the Defence Industry Business Specialist identify, build and sustain relationships and communicate with the national and international defence industry.

Nature and Scope

The Ministry of Defence

The Ministry of Defence (the Ministry) core purpose is to provide civilian advice to Government on defence matters.

The Ministry has the following four roles:

1. To look out to the strategic environment and ahead to what New Zealand will need from its military
2. Define, with the New Zealand Defence Force, what defence capability is needed, acquire that capability, and assess its effectiveness
3. Help shape the international environment in the interests of New Zealand's security, through its part in the management of New Zealand's international defence engagements and decisions on international operational deployments
4. Deliver a work programme agreed with the Minister of Defence, of evaluations, assessments and audits of capability acquisition and Defence performance.

The Defence portfolio in New Zealand is made up of two agencies: the Ministry of Defence and the New Zealand Defence Force, the arrangements for which are set out in the Defence Act 1990. The agencies are constituted separately, but work closely together, drawing on respective civilian and military perspectives.

The Ministry aims to Lead Through Excellence by being Influential; Collaborative; Courageous; Dynamic; Pragmatic and Professional.

Ministry's Role in Managing Defence Capability

The Ministry of Defence and New Zealand Defence Force share accountability for capability management. Capability in this setting is defined as "the personnel, equipment, platforms, and/or other materiel that affect the capacity of New Zealand to undertake military operations".

While the Secretary of Defence (the Secretary) and the Chief of Defence Force have separate formal accountabilities, they are jointly responsible and accountable for the effective functioning of capability management as an end to end system.

The Secretary leads and is accountable for the strategic policy, capability development, and acquisition phases of the Capability Life Cycle and the Chief of Defence Force leads and is accountable for the introduction into service, in-service and disposal phases. A Capability Management Board, which the Secretary and the Chief of Defence Force co-chair, exercises these responsibilities collaboratively. The Capability Management Board provides strategic governance across the military capability life cycle, focused on portfolio-level risk management and decision making.

The Capability Management Framework reflects this collaborative approach and requires both the Ministry and the New Zealand Defence Force to work together to establish a common approach and language to ensure integrated, end to end management of the capability process.

Working together in this way requires a new way of working for both organisations. The Division is expected to implement the Capability Management Framework such that it becomes the default and normal way of defence capability acquisition and management, achieving the best possible results for the New Zealand Defence Force with a commitment to continuous improvement. There is significant change happening within the Division, with major investment to increase substantially both capacity and capability.

Acquisition Division

The Acquisition Division has primary responsibility to procure major military capability and manage major capability upgrades so they are delivered on time, within budget and meet the Government's Defence expectations.

Working together with the New Zealand Defence Force, the Acquisition Division delivers outcomes and solutions that meet Government's expectations through the use of best in class acquisition (procurement/purchasing) methodology and practice, within a continuous improvement framework. The estimated value of major military capability projects either currently underway, or planned through until 2030 is more than NZ\$15 billion, with individual capital equipment projects generally having a whole of life cost in excess of \$15 million.

Procurement occurs in the context of the Defence Capability Management Framework jointly owned by the Secretary of Defence and the Chief of Defence Force. While the Acquisition Division's primary role is the Acquisition phase, its staff are required to work as an integrated team with New Zealand Defence Force and other Ministry personnel across all phases of the Capability lifecycle; from initial planning and Investment Logic Mapping through to introduction into service and, for some, to disposal. Areas of particular responsibility for the Acquisition Division include source selection, contract negotiation and management and project management. It also includes responsibility for liaison with industry.

Working together with the New Zealand Defence Force, the Division will deliver best in class acquisition (procurement/purchasing) methodology and practice and outcomes and solutions that meet Government's expectations.

Principal Accountabilities

Support the Defence Industry Business Specialist

Identify and facilitate appropriate industry relationship opportunities with the agreement of the Defence Industry Business Specialist and in consultation with the New Zealand Defence Force

Assist with the building of open communication channels with the Defence Industry which align with the Defence Industry Strategy

Build and maintain relationships with an allocated range of industry representatives and deputise for the Defence Industry Business Specialist as agreed

Assist the development and implementation of appropriate recognition and reward programmes for the Defence industry

Maintain the supplier information database.

NZDIAC

Provide secretarial and liaison support to the Minister's New Zealand Defence Industry Advisory Council that is hosted in the Ministry of Defence, including compilation of agenda items, meeting arrangements, papers distribution, and minutes recording, finalisation and distribution

Administer the Annual Awards (for equipment excellence, service excellence and relationship excellence) including: request and collect nominations, lead Ministry and Defence Force assessment team through analysis of nominations including interviewing of defence referees and shortlisted companies, write assessment report, organise judging panel meeting and provide secretarial services, organise production of trophies and certificates, organise presentation dinner and manner publicity and Ministry website updates

NZDIA

Represent the Ministry at routine New Zealand Defence Industry Association (NZDIA) events

Provide Ministry and DIAC representation into the planning of the Annual Forum.

Industry Liaison and Procurement facilitation process oversight

Perform the Acquisition industry liaison role, providing a first point of contact for industry, and meeting with industry to convey Ministry positions on matters both general and as directed by the Assistant Secretary Acquisition

Provide advice and guidance on the application of the Government Rules of sourcing

Provide tender committee secretarial services including papers compilation and distribution, meeting arrangements and meeting notes

Attend industry briefings and one-on-one meetings during source selection

Oversee Contact Officer processes during source selections

Ensure tender processes are co-ordinated and robust and adhere to Government Rules of Sourcing including:

Other

Work within all financial and other delegated authorities

To perform such other professional support duties as the Defence Industry Business Specialist may from time to time require.

The Position Holder Will Require

Experience

Proven success in building and maintaining internal and external relationships and a strong customer focus

Experience developing processes, procedures and systems

Events management experience and effective organising skills

Strong written and oral communication skills

Sound administrative experience and proficiency in Microsoft Office suite

Information gathering and analytical skills

Awareness of Government policy and procurement procedures

Previous experience in a procurement environment would be an advantage

Qualifications

A Certificate in business administration or equivalent would be desirable

Personal Attributes

Flexible – a willingness to lend a hand where appropriate and to seek help when needed

High Integrity – be approachable and trustworthy

Ability to work effectively with different groups and people

Highly organised and self motivated

Ability to prioritise

Ability to influence and negotiate

Accuracy and attention to detail

Methodical – able to follow process and procedure requirements

Able to maintain confidentiality

Duties and Responsibility Changes

This position description may be reviewed to meet changing business requirements or as part of performance development and/or performance management processes. Any required change will be discussed with the position holder and confirmed by the Secretary of Defence.

Security Requirement

The incumbent must be able to obtain and maintain an appropriate security clearance.



JOB DESCRIPTION

Job title	Defence Industry Business Specialist
Division	Acquisition
Responsible to	Assistant Secretary Acquisition
Staff	Director Report: Defence Industry Advisor
Financial	Nil

Key Accountability

The Defence Industry Business Specialist is accountable for building strategic relationships with the Defence Industry and working in collaboration with the New Zealand Defence Force to ensure the Ministry and New Zealand Defence Force are fully informed buyers of major capital defence capability. They will also ensure, with New Zealand Defence Force that a seamless interface for the Defence Industry (both national and international) is developed and implemented.

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Principal Accountabilities

Build joined-up Strategic Relationships for Acquisition excellence

In collaboration with New Zealand Defence Force:

5. Develop and implement a medium term strategic relationship management plan with agreed goals and objectives, including for example, through networking opportunities, supplier visits, conference speeches and specific events in New Zealand
6. Present a joined up interface with defence industry in all interactions, and monitor and report on New Zealand Government's interaction with the defence industry
7. Develop and manage key supplier relationships closely, building an understanding of each organisation's strengths and ability to contribute to New Zealand's defence capability development
8. Participate in the capability development phase of projects by providing advice on contract negotiation possibilities and input into the development of capability requirements
9. Broker appropriate introductions and linkages within/across the defence industry and within New Zealand Defence organisations, particularly the Acquisition Division
10. Facilitate Ministry and New Zealand Defence Force personnel engagement with the broader and specific defence industry through introductions and training to help boost "two way engagements".

Build Market knowledge for New Zealand Defence Interests

Build and enable a wide understanding within the Acquisition Division and the New Zealand Defence Force, of defence industry partners/supplier's history and competency, technological advancements/investment, new product development, innovation and future possibilities and other relevant foresight

Utilise a wide degree of creativity, latitude and judgement in building appropriate relationships and defence industry insights, ensuring that all market place knowledge that can be communicated to New Zealand Defence organisations, is

Work with the New Zealand Defence Force to ensure the development and implementation of a common supporting database of supplier information, similar to a Customer Information System, to enable them to function as fully informed buyers

Enhance the credibility of New Zealand Defence with the local and international defence industry through consistency of information and feedback to industry and joined-up two-way engagement.

Encourage Defence Industry Development to meet New Zealand Defence Expectations

Outline to industry the potential future capital investment of Defence in New Zealand (without breaching national security interests) and by sharing a view of the likely future needs of Defence, encourage investment by industry to enable these needs to be met

Recognise and reward industry for innovation, superior service, product excellence and value for money through appropriate recognition programmes, including the annual Ministerial Awards, in conjunction with appropriate advisory bodies

Provide oversight, advice and support to the Defence Industry Advisory Council (a Ministerial advisory committee) and the Defence Industry Association (an industry lobby group).

Operational management excellence

Collaborate with the New Zealand Defence Force to define approaches to enhancing relationships with defence industry and implement

Work within all financial and other delegated authorities

The Position Holder Will Require

Experience

Highly commercial leader, recognised for their specialist industry or defence knowledge

A seasoned senior executive with a background leading major capital acquisition projects across a broad remit – relevant defence/air/maritime/land operational experience would be advantageous

At least some experience of State sector/Public Service decision making and its constitutional context and an understanding of linkages across government activities

Superior relationship building and management skills

Highly developed influencing skills in complex/matrix organisations

An ability to build trusted relationships and confidence with the New Zealand Defence Force, the Defence industry, diverse stakeholders and interest groups

Has either worked internationally, or in a NZ organisation operating with broad international and local reach/markets.

Qualifications

A relevant academic qualification is preferred.

Personal Attributes

Personal impact and influence, highly intuitive

Commercially and financially literate

Comfortable operating at various organisational levels eg. with Ministers of the Crown, Chief Executives of major corporations, Defence Force personnel

Strong verbal and written and presentational communication skills

Innovative and collaborative problem solver

High personal integrity with a commitment to public service.

Duties and Responsibility Changes

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