

SKILLS

- ✦ 10 + years of leadership experience
- ✦ Growing great people
- ✦ Engagement
- ✦ Board experience
- ✦ Budget management
- ✦ Strategic planning & implementation
- ✦ Performance measurement & reporting
- ✦ Passion for what I do
- ✦ Innovation & change
- ✦ Communicator
- ✦ Strategic thinker

EXPERIENCE

Manager, Governance • Ministry of Justice • 2021 - Current

Leadership role. Provides Ministry wide governance initiatives and managing the Governance Team. Acts as a trusted advisor supporting the General Manager and Strategic Leadership team and have acted on his behalf. Delivery of governance work programme, Providing strategic leadership in the governance area and providing ways for innovation and change. Working with the Risk and Assurance team in conducting a review on the process of the external RAC Committee.

Achievements: Completed an organisational wide governance refresh programme. Initiated a governance maturity uplift programme for the Senior Leadership Team, Senior Management Team, and other managers within the organisation. Built relationships with areas of the Ministry that saw governance as too bureaucratic.

Line reports: Two Senior Advisors.

Reporting to: General Manager, Governance and Assurance.

Research Infrastructure Manager / Head of the Research Infrastructure Centre • University of Otago • 2019 - 2021

Provided leadership, vision and strategy to the research infrastructure unit. Responsible for co-developing and implementing strategic plans for the Research Governance Board. Accountable for the planning, implementing, monitoring, evaluating, and reporting of operational measures which had never been developed before.

Achievements: Creating a team that was only six months old into a major department within the Division of Health Sciences. Creating



new policies and processes, building a team that was siloed into a fully functioning unit. Completed funding bit for equipment, provided detailed business analytics and monitoring to a new Board. This was a green canvas with high KPIs, which we achieved, even through COVID.

Line reports: Four Operations Managers, and 60+ FTE beneath these reporting lines.

Reported to: Pro-Vice Chancellor / Chair of Governance Board, Division of Health Sciences.

Governance and Support Manager / Deputy Electoral Officer • Palmerston North City Council • 2014 - 2018

Responsible for governance function of the council, including the role as the Deputy Electoral Officer. Strategic support to the governance body of the council. Led and initiated key projects for governance and consultation. Provided leadership to staff.

Achievements: Established new team and services. Led a restructure and also led the implemented a new software platform which meant we went from being entirely paper-based to mostly electronic. Initiated mentoring programme for staff and elected members. Changed the way the council operated and performed election-related tasks.

Line reports: Four

Reported to: Chief Financial Officer

Senior Advisor, Health Workforce New Zealand • Ministry of Health • 2013 – 2014

Led strategies for models of health care and developed strategic partnerships with key stakeholders. Developed and led initiatives and programmes and provided advice to the Minister of Health.

Reported to: Director, Health Workforce New Zealand



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Corporate Services Support Manager • Kaipara District Council • 2009 – 2013

Leadership and direction for corporate services. Led corporate policy development and implementation. Project Leader for the Long-Term Plan (LTP), Annual Plan and Annual Reports. Was the lead on all official information requests, governance processes and corporate policy.

Line reports: 20

Reported to: Chief Executive Officer

Contract Manager • MidCentral District Health Board • 2005 – 2009

Managed contracts between the provider and funder arms of the District Health Board and contracts with Primary Health Organisations and ACC.

Reported to: Manager, Contracts Department

ACADEMIC ROLES

External Assessor/Examiner • Otago Polytechnic • 2021- present

For the Doctor of Professional Practice (DPP) and Master of Professional Practice (MPP)

University Tutor • University of Otago • 2018 – 2020

Tutoring in three university papers in Politics and Management.



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EDUCATION

Doctor of Business Administration (DBA)

2018 - 2020 • University of Otago

Research Topic: Local government and youth voter turnout: Obstacles and solutions for Aotearoa New Zealand.

Master of Business Administration (MBA)

2014- 2016 • Massey University

Research Topic: DHB Board Skills – an analysis of the current situation in New Zealand.

Master of Management (MMgt)

2009 - 2010 • Massey University

Research Topic: Corporate governance in the New Zealand public health sector.

Postgraduate Diploma in Health Service Management (PGDipHSM)

2008 • Massey University

Postgraduate Diploma in Business Administration (PGDipBusAdmin)

2004 • Massey University

Bachelor of Business Studies (BBS)

2001 - 2003 • Massey University



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