

# ROLE DESCRIPTION

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| Role Details |

Role Title DCE MoT

Group Corporate Services

Location Wellington

Date June 2017

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| About the Ministry |

The Ministry:

* Provides strategic and practical policy advice to Ministers;
* Monitors and supports the Transport Sector Crown Entities; and
* Works with the Transport Sector Crown Entities to ensure the transport system optimises its contribution to New Zealand citizens.

The Ministry is committed to the following principles that guide the way we work.

* Empowerment – we empower our people to perform well by creating an environment that fosters personal responsibility and good judgement
* Respect – we treat each other with respect, are considerate of each others needs and are generous in spirit in our dealings with each other
* Accountability – we encourage dialogue between staff, managers and the Senior Leadership Team to ensure we are consistent in our actions and that we hold each other to account
* Responsibility – we are mindful of our role as public servants and the importance of acting in a transparent, professional and responsible way. We act lawfully and objectively and in compliance with the Ministry’s Code of Conduct.

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| Role Context |

The Deputy Chief Executive Ministry of Transport (DCE MoT) Corporate Services role is part of the Senior Leadership Team. The Corporate Services Group provides high quality, timely and effective business enablement and support services to the Ministry. Functional teams include Human Resources, Finance, Digital and Knowledge, Legal, and Business Support.

This role reports to the Chief Executive.

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| Role Purpose |

The role of the DCE MoT Corporate Services is to drive corporate support for the Ministry to achieve its strategic objectives, provide leadership across a broad range of business functions within the Ministry and to ensure strong relationships are built and maintained with key strategic stakeholders through the delivery of effective corporate services. As a member of the Senior Leadership Team, they are collectively responsible for all decisions made by the Ministry of Transport and together held to account for the performance of the organisation.

This role is responsible for developing and maintaining relationships with the State Services Commission (SSC) and the Public Service Association (PSA), and represents the Ministry on cross-Government senior officials groups.

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| Key Responsibilities |

The DCE MoT Corporate Services has responsibility for the effective and efficient operation of all corporate services functions and policies across the Ministry.

This role is responsible for:

* Developing and leading strategies and plans that provide corporate infrastructure to support the work of the Ministry
* Providing the change leadership to bring corporate functions together and provide support and leadership to other business groups as required
* Leading and managing the corporate functions to ensure high quality timely services are available and delivered to the Ministry
* Providing high level impartial advice to the CE on corporate functions
* Identifying opportunities for functions and business groups to work in an integrated and seamless manner
* Holding the executive level accountability for Privacy, ensuring the Ministry understands and operates within the Privacy Act
* Contributing to the Ministry's strategic work programme
* Modelling exemplary leadership across the Ministry aligned to the Ministry’s vision, values and purpose
* Establishing and maintaining productive relationships within the Ministry with the other DCE's, managers and staff
* Establishing and developing collaborative relationships with the wider government sector to ensure the Ministry understands the context in which it operates and that other agencies recognise and respect the Ministry as the leader of the wider transport sector
* Leading and maintaining oversight of governance committees as and when required by the CE
* Take a leadership role in promoting the Ministry of Transport to ensure the needs and views of the Ministry are fairly represented in all forums and that opportunities are maximised to enhance the reputation of the Ministry
* Briefing Ministers and attend Cabinet Committees and Select Committees, as required
* Ensuring effective leadership of direct reports including performance conversations, mentoring, ongoing development and regular feedback loops

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| Key Relationships and Reports |

Internal

* Senior Leadership Team
* Directors
* Managers and staff across the Ministry

External

* Minister and Associate Minister
* Transport Sector Entities
* Other government agencies, Crown Entities and other organisations
* State Services Commission
* Public Services Association (PSA)
* Professional Associations e.g. Law Society

Direct reports

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| Health and Safety |

As a senior leader, have a duty of care and collective ownership for ensuring the Ministry promotes and meets its health, safety and wellbeing responsibilities, and understands and manages key risks.

Ensures staff are informed of and trained in safe practices and procedures in their specific areas of work*.*

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| Skills, Experience & Qualifications |

***Qualifications:***

* A relevant tertiary qualification or extensive equivalent experience

***Experience****:*

Essential:

* Extensive senior management experience in a corporate services role ideally within government
* Proven experience in leading and managing change management initiatives at an organisational level
* Highly developed leadership skills with proven experience in leading and managing high performing teams across a range of functional areas
* Significant experience of working in government, a sound understanding of the role of the public service and of working with Ministers and other government departments and agencies
* Experience in leading, developing and mentoring a team of high performing professional staff
* Experience managing stakeholder engagement and building effective working partnerships with other organisations

Desirable

* A tertiary qualification in a business management discipline

***Technical Capabilities:***

* A sound understanding of corporate services models
* Experience of working at a senior level in one or more of the functions within Corporate Services, e.g. HR, Digital and Knowledge Management , Finance, Legal and Business Support
* Understanding of government context and government accountability frameworks
* Effective communicator
* Budget Management
* This role requires the ability to obtain a high level national security clearance.  Note that the vetting process to obtain a clearance can be invasive and that if a clearance is granted, the staff member is required to maintain their clearance as a condition of their employment in this role.

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| Capabilities |

#### Achieving ambitious goals

#### Demonstrate achievement, drive, ambition, optimism, and delivery-focus; to make things happen and achieve ambitious outcomes.

#### Enhancing organisational performance

Drives innovation and improvement; to sustainably strengthen long-term organisational performance and improve outcomes for customers.

#### Honest and Courageous

Deliver the hard messages, and makes unpopular decisions in a timely manner; to advance the longer-term best interests of customers and New Zealand.

#### Leading at the political interface

Bridge the interface between Government and the Public Sector; to engage political representatives and shape and implement the Government's policy priorities.

#### Leading with influence

#### Lead and communicate in a clear, persuasive, impactful, and inspiring way: to convince others to embrace change and take action.

#### Leading strategically

Think, lead and act strategically; to engage others in the vision, and position teams, organisations, and sectors to meet customer and future needs.