

# ROLE DESCRIPTION

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| Role Details |

Role Title DCE MoT

Group Governance & Engagement

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) Governance & Engagement is part of the Senior Leadership Team. The Governance & Engagement Group provides quality, timely and effective governance and performance advice and support to the Ministry. Functional teams include Business Integrity & Performance, Governance & Commercial, Engagement & Communications and the Private Secretaries to Ministers.

This role reports to the Chief Executive.

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| Role Purpose |

The role of DCE MoT Governance & Engagement is to drive and support the Ministry's strategic objectives, provide leadership across the governance, stakeholder liaison and engagement functions within the Ministry, and to ensure strong relationships are built and maintained with key strategic stakeholders. 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 Ministers' Offices and supports the Chief Executive's relationship with the Minister and Associate Minister.

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| Key Responsibilities |

The DCE MoT Governance & Engagement has responsibility for the efficient and effective operation and delivery of all internal business performance management, the external Governance function and all engagement and communications on behalf of the Ministry.

This role is responsible for:

* Leading, developing and implementing a central function to facilitate the Ministry's strategic plan, vision and goals and provide a coordinated performance framework which monitors achievement
* Working closely with the Chief Financial Officer to ensure alignment between the Strategic Plan and Statement of Intent and other public accountability documents
* Advising the Chief Executive, Senior Leadership Team and others on government and ministerial processes
* Managing the processes around receiving and responding to Ministerial correspondence for the Minister and Associate Minister, Official Information Requests (OIAs), Parliamentary Questions (PQs) and Select Committee Questions (SCQs)
* Liaise with other DCE’s to ensure the quality of work submitted to the Ministers’ offices are of a high standard
* Providing Ministry of Transport staff members to the Minister's office as the key contact and liaison point for the requirements of the Minister and Associate Minister's office
* Managing, monitoring and advising on relationships with key government stakeholders, across agency, central agencies and the Minister
* Developing and maintaining an integrated risk, assurance and audit function
* Leading and maintaining oversight of the Risk and Assurance Committee for the Ministry
* Holding executive level accountability for Security, ensuring the Ministry understands and meets its security objectives
* Leading, developing and implementing the stakeholder engagement and communication strategies for the Ministry, including all internal and external communications, media management and communication channels
* Owning and leading the process for Board Appointments and support other DCE's with appointments
* Establishing programme and project management best practices for the Ministry, including the monitoring and reporting of performance
* 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 the Ministry as the leader of the transport sector
* Taking 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
* Control agencies e.g. SSC and Audit New Zealand
* Other government agencies, Crown Entities and other organisations

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 and Qualifications |

**Qualifications:**

* A relevant tertiary qualification in business or law is desirable or extensive equivalent experience

**Experience:**

Essential:

* Extensive experience leading organisational/agency wide strategy development, strategic stakeholder management and government support functions
* Highly developed leadership skills with proven experience in leading and managing high performing teams; from a broad 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 relations and building effective working partnerships with other organisations

Desirable:

* Experience in, or knowledge of, the transport sector

**Technical Capabilities:**

* Significant knowledge of, and exposure to, public sector and central agency frameworks and processes
* Effective communicator
* Budget Management

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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.