

# ROLE DESCRIPTION

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| Role Details |

**Role Title** DCE MoT

**Group**  Regulatory & Data

**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) Regulatory & Data is part of the Senior Leadership Team. The Regulatory & Data Group is the centre of excellence for quality, timely and effective regulatory policy, and evidence based analysis for the Ministry and the transport sector. Functional teams include Resilience & Security, Mobility & Safety, International Connections, Domain Strategy, Economics & Evaluation and Analytics & Modelling. Responsible for the provision of logistical support to the New Zealand Search & Rescue (NZSAR).

They lead the sector in the collection, analysis and use of data, leveraging the collective capability and capacity held across the transport Crown Entities, academia, and local authorities and lead the transport sector in contributing to whole-of-Government activities around resilience and security.

This role reports to the Chief Executive.

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| Role Purpose |

The role of the DCE MoT Regulatory & Data is to drive and support the Ministry to achieve its strategic objectives, provide leadership across the transport and wider government sector, and to ensure strong relationships are built and maintained with key strategic stakeholders through development of regulatory policy that is based on robust evidence and analysis. As a member of the Senior Leadership Team, they are collectively responsible for all decisions made by the Ministry of Transport and together held accountable for the performance of the organisation.

This DCE MoT Regulatory & Data will also assume the responsibility of the Departmental Security Officer as the Security function sits in this area.

This role is responsible for developing and maintaining relationships with the Civil Aviation Authority (CAA), Maritime New Zealand (MNZ), and the Transport Accident Investigation Commission (TAIC), and represents the Ministry on cross-Government senior officials groups.

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| Key Responsibilities |

The DCE MoT Regulatory & Data has responsibility for the effective and efficient delivery of regulatory policy, data and analytical capability, and logistical support for search and rescue secretariat for the New Zealand transport sector.

This role is responsible for:

* The Ministry meeting its stewardship obligations of sound regulatory frameworks for transport operations in New Zealand
* Providing impartial high quality regulatory policy advice on matters to the Minister, Chief Executive and Senior Leadership Team
* Leading and developing policy capability, which positions the Ministry as the leader of the wider New Zealand transport sector
* Leading a system-wide approach to reviewing the stock of regulatory policy across transport modes to ensure consistent delivery of best practice regulation
* Leading the development of a strategic approach to the collection, use and sharing of data, research and analytics across the transport sector
* Leading the development and implementation of an evaluation strategy or approach across the transport sector
* Modelling exemplary leadership across the Ministry aligned to the Ministry’s vision, values and purpose
* Establishing and maintain productive relationships within the Ministry and 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 wider transport sector
* Acting as the Department Security Officer (DSO) for the Ministry
* 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 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
* Local Government (LGNZ)
* Other government agencies, crown entities and other organisations
* CAA, MNZ and TIAC

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 or extensive equivalent experience

***Experience:***

Essential:

* Extensive senior management experience in public policy, with the ability to advocate, influence and articulate policy to the Minister and sector stakeholders
* Experience in leading the design and implementation of regulatory policy
* Experience of leading, developing and implementing a sector wide function, ideally in data, research and analytics
* Experience in developing and leading a sector-wide evaluation strategy
* 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 relationships in partnerships with other organisations

Desirable:

* Experience in, or knowledge of, the transport sector

***Technical Capabilities:***

* A sound understanding of public policy; its development, advocacy and implementation, including managing legislation
* An understanding of big data, research and analytics and experience in economics, modelling and evaluation experience would be desirable
* Experience in developing an efficient and effective regulatory environment
* Effective communicator
* Budget management
* This position 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.