
# ROLE DESCRIPTION

|  |
| --- |
| Role Details |

Role Title DCE MoT

Group Strategy & Investment

Location Wellington

Date June 2017

|  |
| --- |
| 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.

|  |
| --- |
| Role Context |

The Deputy Chief Executive Ministry of Transport (DCE MoT) Strategy & Investment is part of the Senior Leadership Team. The Strategy & Investment Group maintains an overview of transport strategy for New Zealand. They provide high level strategic design and quality, timely and effective policy advice and support for the Ministry and the transport sector. Functional teams include Demand Management, Strategic Policy & Innovation, Investment, Urban Development & Environment, and Rail & Freight.

This role reports to the Chief Executive.

|  |
| --- |
| Role Purpose |

The role of DCE MoT Strategy & Investment 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 to ensure high quality, integrated transport frameworks and systems for New Zealand.

The DCE MoT Strategy & Investment is also responsible for leading the development of medium and long term policy, taking a view of transport as an integrated system and demonstrating through their leadership greater engagement, collaboration and influence across-Government forums. As a member of the Senior Leadership Team, they are collectively responsible for all decisions made by the Ministry of Transport and collectively held to account for the performance of the organisation.

This role is responsible for developing and maintaining strategic relationships with the New Zealand Transport Authority (NZTA), Auckland Transport (AT) and Kiwirail, and represents the Ministry on cross-Government senior officials groups.

|  |
| --- |
| Key Responsibilities  |

The DCE MoT Strategy & Investment has responsibility to ensure the Ministry is strategy-led. They ensure the group supports the Ministry to develop and deliver on the strategic work programme and projects.

This role is responsible for:

* Providing high quality strategic policy advice to the Minister, Chief Executive and Senior Leadership Team
* Developing a policy-led transport strategy and is responsible for leading the development of key sector strategies
* Leading and developing the Ministry's collective strategic policy work programme, including the four year plan
* Partnering with the other DCE's to set, align and drive the Ministry's strategic policy 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 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 and respect the Ministry as the leader of the wider 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, attend Cabinet Committees and Select Committees, as required
* Ensuring effective leadership of direct reports including performance conversations, mentoring ongoing development and regular feedback loops

|  |
| --- |
| 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
* NZTA, Auckland Transport and Kiwirail

Direct reports

* 8

|  |
| --- |
| 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*.*

|  |
| --- |
| 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 to sector stakeholders
* Broad experience in leading strategic policy development in a complex public sector environment at a very senior level
* Proven experience influencing and shaping the medium to long term approach of a sector
* 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
* Proven experience in successfully managing stakeholder relations and building effective working 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
* Effective communicator
* Budget management

|  |
| --- |
| 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.