# Manager – Business Integrity & Performance

## Business Integrity & Performance, Governance & Engagement

Reporting to: DCE, Governance & Engagement

Location: Wellington

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.

The Ministry’s ways of working provides flexibility and responsiveness to changing demands and priorities over time.

Enabling New Zealanders to flourish – our purpose

Our purpose statement goes beyond describing what our organisation does. It succinctly and powerfully captures the value that we will deliver to New Zealanders.

**Flourish:** A living organism flourishes when it grows or develops in a healthy or vigorous way, especially as the result of a particularly congenial environment. We think that’s what transport should do for New Zealanders.

**New Zealanders:** New Zealanders are central to what we do. This includes New Zealand Inc, the business sector, and our international connections, but at the heart of all of it is people.

**Enabling:** We are here to help create the transport ecosystem that will enable society and businesses to flourish, and grow.

How we do things – our values

|  |  |
| --- | --- |
| **INVESTED** | We are committed and responsible |
| **BOLD** | We are courageous, shaping our place in the world |
| COLLABORATIVE | We are connected and journey with others |

**Role context**

The Governance and Engagement Group is responsible for the provision of advice; influencing and supporting the performance of the Ministry, and the overall performance of the government transport sector. It is also responsible for supporting the Ministry to be collaborative and influential, through effective stakeholder engagement and communications.

This role leads and is part of the Business Integrity & Performance (BIP) Team. The BIP Team provides strategic and operational guidance, advice and support on all aspects of business integrity and performance for the Ministry, including project management office (including procurement policy and day-to-day management), management of corporate accountability (SOI, Annual Report, Estimates / Annual review) processes, business continuity, risk and security management.

This role reports to the DCE MoT Governance & Engagement.

**What you will do to contribute - key responsibilities**

The Manager BIP has responsibility for business integrity, and performance for the Ministry.

This role is responsible for:

* Leading the development and implementation of Ministry-wide business integrity and performance strategies, report on progress and ensure objectives are achieved
* Working with DCEs and Directors to provide high quality strategic business integrity and performance advice specific for their groups, including project management office, procurement, business integrity and corporate accountability, business continuity, risk and security management
* Building and maintaining strong effective working relationships with all levels of management across the Ministry
* Developing and leading business integrity and performance practices for the Ministry
* Develop and maintain strong stakeholder relationships with external bodies and parties
* Ensuring effective leadership of direct reports including performance conversations, mentoring ongoing development and regular feedback loops
* Preparing the annual budget for the team within agreed corporate guidelines to ensure expenditure remains within budget, action is taken to avoid overspend, and the budget is in line with Ministry policies and procedures
* Representing the Ministry at government agency meetings and other agreed forums
* Ensuring policies are in place so that information is accessible, but secure when it needs to be and information management is aligned with All of Government direction and expectations
* Working collaboratively with transport sector and other agencies to facilitate effective information management sharing
* Leading the project management office including procurement and support of procurement

Ensure effective leadership of direct reports including performance conversations, mentoring ongoing development and regular feedback loops

**Your Health, Safety and Wellbeing**

At MoT we expect all employees to:

* Work safely and take responsibility for keeping self and colleagues free from harm
* Report incidents and hazards promptly
* Know what to do in the event of an emergency

Ensure personal health and safety standards are adhered to when at work or offsite when working

**Who you will work with to get the job done**

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| --- | --- |
| Internal | Chief Executive |
| Senior Leadership team |
| Managers and staff |
| Governance and Accountability |
| Policy teams |
| External | Crown Entities in the transport sector |
| Government agencies and other organisations (Ministers’ offices, SSC, Treasury, Audit NZ) |
| External providers/Consultants |

**Direct reports:** 6

**What you will bring specifically**

**Experience:**

Essential:

* Experience in leading the design, implementation and management of project management office (PMO), procurement, business integrity and corporate accountability, security, risk management and business continuity strategies and plans
* Experience as a credible, articulate and persuasive risk management / programme management / corporate accountabilities manager, advising at a most senior level (providing advice to Chief Executives and/or second tier managers)
* A strong understanding of and experience of business partnering and strategic business integrity and performance
* Demonstrated ability to engage with and influence senior leaders across a range of disciplines
* Excellent interpersonal skills; able to build rapport and trust of managers, staff and stakeholders
* Experience developing and managing staff
* 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

Desirable:

* Experience in, or knowledge of, the transport sector

**Knowledge &Skills:**

* Knowledge of New Zealand context relating to government accountability
* Experience working with government control and accountability agencies
* Proven written and verbal communication, with strong influencing and reporting skills
* 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.

**Other requirements:**

* A tertiary qualification preferably in the area of accountability or risk management or comparable experience

**Leadership Capabilities**

**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.

**Leading with influence**

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

**Enhancing organisational performance**

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

**Enhancing system performance**

Work collectively across boundaries; to deliver sustainable and long-term improvements to system and customer outcomes.

**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.

**Enhancing people performance**

Manage people performance and bring out the best in managers and staff; to deliver high quality results for customers.

**Managing work priorities**

Plan, prioritise, and organise work; to deliver on short and long-term objectives across the breadth of their role.

**Achieving through others**

Effectively delegate and maintain oversight of work responsibilities; to leverage the capability of direct reports and staff to deliver outcomes for customers.

**Engaging others**

Connect with people; to build trust and become a leader that people want to work with and for.

**Achieving ambitious goals**

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

**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.

**Curious**

Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.

**Self-Aware and agile**

Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people.

**Resilient**

Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.