## Logo

## Senior Adviser - Project Management Office & Procurement

Reporting to: Manager - Business Performance and Integrity

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 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; and influencing and supporting the performance of the Ministry, and 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.  Role Purpose  The role of the Senior Adviser – Project Management Office (PMO) & Procurement is to provide advice and support the development and the delivery of the Ministry's strategies and plans in a structured way. They ensure plans, approaches and initiatives are consistent with the Ministry's strategies and plans and best practice project management. They also assist management of advice about, and the procurement process for the Ministry.  What you will do to contribute - key responsibilities | | | |
| The Senior Adviser - PMO & Procurement works in partnership with the Ministry leaders and staff to successfully deliver the Ministry strategy using robust programme / project management practices.  This role is responsible for:   * Taking a leadership role to provide expert advice to shape the thinking of our senior leaders to ensure programme management strategies and processes contribute to improved organisation delivery * Participating in the development of Ministry strategies and plans, ensure alignment to the Ministry’s Values, Vision and Purpose and consistency with a robust programme / project management framework * Maintaining an overview of the portfolio of work across the Ministry and capturing information about the status of work to inform co-ordination and reporting * Maintaining and enhancing programme / project management processes and / or systems and monitoring delivery to ensure best practice * Developing, monitoring and reporting on delivery such as cost, milestones, resources, risk and benefit achievement * Using programme / project management expertise to ensure that the Ministry’s programme / project management systems, methodology and guidance are up to date and fit for purpose * Providing expert advice and training to Ministry staff on the use of programme / project management methodology and project practices * Identifying and implementing improvements to the Ministry’s programme / project management methodology * Developing and managing best practice procurement strategy and processes * Providing advise to managers and assisting with negotiations with third party vendors to secure services at a advantageous price and/or terms for the Ministry * Managing and monitoring the contract database using information provided by the relevant parts of the business, working within agreed frameworks and procedures * Developing, testing and monitoring fit-for-purpose contract for services frameworks and policies that are in line with All of Government guidelines and are able to be used for a variety of vendors * Managing and monitoring procurement costs using key metrics of procurement spend and provide relevant reports as required * Ensuring information and knowledge-sharing practice is aligned with Ministry strategies, plans and policies | | | |
| 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 | | | |
| Internal | Legal Team | | |
| Manager Digital & Knowledge | | |
| Human Resources Team | | |
| Senior Leadership Team | | |
| All managers and staff | | |
| External | Ministry of Business, Innovation & Employment procurement | | |
| Crown Entities in the transport sector | | |
| Government agencies and other organisations External providers/Consultants | | |
| What you will bring specifically | | | |
| **Experience:**  Essential:   * Business partnering and strategic business performance management / planning and reporting implementation * Demonstrated ability to engage with and influence senior leaders across a range of disciplines * Demonstrated strong collaboration and influencing skills with a range of internal stakeholders such as the Legal function * Demonstrated experience in the design, implementation and management of organisation performance accountability strategies and systems * Experience working with government control and accountability agencies Providing expert business performance management advice and training to staff   Desirable:   * Experience in the public sector * Knowledge of the transport sector   **Knowledge & Skills:**   * Knowledge of New Zealand government context relating to performance accountability * Awareness of government control and accountability agencies * Proven written and verbal communication, with strong influencing and reporting skills * Strong numeracy skills * Excel skills and experience using a range of computer systems * Sound time management skills including prioritisation and meeting deadlines * Knowledge of public sector processes   **Other requirements:**   * A tertiary, information-based qualification, preferably in the area of knowledge 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 | | | |
|  | | | |
| Leadership Capabilities | | | |

#### Achieving ambitious goals:

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

#### Collaboration:

Promotes cooperation, collaboration and flexibility in working with others, contributes as a team member, manages conflict with teams.

#### 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.

#### Problem solving:

Identifies problems and reviews related information to develop and evaluate options and implement solutions.

#### Self-aware and agile:

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

#### Critical Thinking:

Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

#### Information oriented:

Arranges actions into a certain order or pattern according to a rule or set of rules

#### Managing work priorities:

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