## Senior Adviser - Security, Risk & Business Continuity Planning

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.  This role is part of Governance and Engagement’s Business, Integrity and Performance team. This team is responsible for:   * planning and accountability, including supporting project management and business process improvement * risk and assurance functions, including coordinating internal audit activities and planning * business continuity planning * procurement policies and approaches.   Role Purpose  The role of the Senior Adviser – Security, Risk & Business Continuity Planning (BCP) is to provide expert advice and to support the development and manage delivery of the Ministry's risk, security and business continuity strategy and plans. They ensure plans, approaches and initiatives are consistent with the Ministry's strategies, plans, and risk management legislation.  What you will do to contribute - key responsibilities | | | |
| The Senior Adviser - Security, Risk and BCP partners with the Ministry senior leaders to develop and implement risk, security and business continuity strategies and plans, to support the successful delivery of Ministry strategy.  This role is responsible for:   * Taking a leadership role to provide expert advice to shape the thinking of our senior leaders, to ensure risk management strategies are relevant to staff and contribute to improved organisation delivery * Working alongside senior leaders and managers to ensure risks are identified and appropriate mitigations are put in place * Actively participating in the development of the risk management strategies for the Ministry * Supporting the DCE’s and DCE MoT Governance and Engagement in the Chief Security Officer (CSO) role which includes providing advice on security, Protective Security Reporting related requirements and compliance * Working with Human Resources (HR) to ensure the Ministry’s security clearance system is appropriate and well functioning * In conjunction with the Manager Governance and Commercial, working with the Senior Leadership Team (SLT) to develop, manage and continually monitor a fit-for-purpose business continuity plan * Working with security agencies to ensure the Ministry’s security approach is consistent with best practice * Ensuring strategies and plans are aligned to the Ministry’s Values, Vision and Purpose and consistent with a robust risk management framework * Maintaining and enhancing risk management processes and / or systems for reporting and monitoring risk to ensure best practice * Ensuring information and knowledge-sharing practice is aligned with Ministry strategies, plans and policies * Overseeing the aduit programme including working with internal and external auditors to provide data requested and ensure all documentation is available | | | |
| 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 | Finance | | |
| Digital & Knowledge team | | |
| Senior Leadership Team | | |
| All managers and staff | | |
| External | External providers/consultants | | |
| Protective Security requirements | | |
| Crown Entities in the transport sector | | |
| Government agencies and other organisations External providers/Consultants | | |
| What you will bring specifically | | | |
| **Experience:**  Essential:   * Business partnering and business continuity/ risk / security advice * Demonstrated ability to engage with and influence senior leaders across business continuity/ risk / security along with other related disciplines * Demonstrated experience in the design, implementation and management of risk, security and business continuity strategies * Experience in the public sector   **Knowledge & Skills:**   * Knowledge of New Zealand government context relating to risk management * Experience working with government control and accountability agencies * Proven written and verbal communication, with strong influencing and reporting skills   **Other requirements:**   * A tertiary qualification preferably the area of accountability or risk management or comparable experience * 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. | | | |

#### 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, managers 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