

# ROLE DESCRIPTION

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| Role Details |

**Position Title** Senior Adviser – Transition

**Group**  Corporate Services

**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.

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

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| Role Context |

The Corporate Services Group is responsible for leading the development of, and supporting the effective implementation of the Ministry’s organisational and policy strategy, through the effective delivery of specialist corporate services.

This role is part of the Human Resources (HR) Team. The HR Team provides strategic and operational guidance, advice and support on all aspects of HR for the Ministry, including employee relations, recruitment and retention, induction, workforce planning, organisational development, learning and development, change leadership, staff engagement, payroll and HR reporting, health, safety and wellbeing, remuneration, policies and people management.

This role reports to the Manager - Human Resources.

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| Role Purpose |

The role of the Senior Adviser - Transition will support and lead the development, delivery and management of Ministry-wide learning and development initiatives and/or programmes to build capability and bring the HR strategies to life following the Ministry Organisational Review. They also assist with recruitment and selection. The role works with the Senior Leadership Team and Managers.

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| Key Responsibilities |

The Senior Adviser role has responsibility to provide strategic and operational learning and development and recruitment advice and support to the Ministry and its Managers to embed the outcomes from the Organisational Review.

This role is responsible for:

* Developing and delivering a Ministry-wide learning and development strategy
* Providing organisational development advice
* Managing the end-to-end recruitment and selection process for all vacancies within the Ministry
* Managing the Ministry’s recruitment system
* Assisting with the development of policies, processes and procedures, ensuring they are widely available to staff
* Engaging and managing external suppliers as required, using appropriate Ministry procurement processes
* Contributing to broader HR strategies
* Working with other members in HR to drive collaboration and key programmes
* Ensuring compliance with required policies, practices and formats of all HR documentation and legislations requirements.
* Building and maintaining effective and positive working relationships with managers and staff
* Providing input into HR team responses in respect to OIA's, PQ's, SCQ's and other Parliamentary requests, as required

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| Key Relationships and Reports |

Internal

* Senior Leadership Team
* All Managers and staff

External

* HR Professional bodies
* Unions and employee representatives
* External Providers/Consultants
* Government agencies and other organisations

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| Health and Safety |

Complies with relevant safety legislation, policies and procedures.

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

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| Skills, Experience and Qualifications |

#### Qualifications:

* A tertiary qualification preferably in Human Resources or relevant experience is required.

#### Experience:

Essential:

* Successfully demonstrated senior experience in learning and development
* Proven internal recruitment and selection experience, preferably within government
* Proven project management experience
* Proven relationship management skills, comfortable dealing with multiple managers
* Experience in managing external supplier relationships
* Excellent written and verbal communication, with strong influencing and negotiation skills
* Proven interpersonal, relationship building and networking skills
* Ability to work under pressure, set priorities and manage tight deadlines
* High level of proficiency in Microsoft Office tools and products (e.g. word, excel, outlook, powerpoint)

Desirable:

* 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

#### Technical Capabilities:

* Sound understanding of learning and development practices
* Knowledge of current employment legislation, and other relevant legislation.
* Experience in using recruitment tracking software

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| Competencies |

#### 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.

#### Customer oriented

Actively looks for ways to help people, seeks understanding from customer to address customer concerns and needs and improve overall service levels.

#### 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.

#### Verbal comprehension

Communicates information and ideas presented through spoken words and sentences.

#### Decision quality

Makes decisions, based on sound reasoning and the ability to outline and show reasoning as to how this decision was arrived at.