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### POSITION DESCRIPTION

**POSITION: Senior Economist/ Economist**

**LOCATION: Wellington**

**RESPONSIBLE TO: Manager of Financial, Economic & Statistical Analysis**

**EFFECTIVE: April 2017**

**Context of the Position**

Providing advice based on sound economic analysis and evaluation, including benefit-cost analysis, to support the Ministry’s purpose of ensuring our transport system helps New Zealand thrive.

The Ministry’s goal is to help create a New Zealand transport system that maximises economic and social benefits for New Zealand and minimises harm. The Ministry’s role is to provide high-quality advice to enable government decision making to achieve this goal.

The Ministry’s role is to ensure our transport system helps New Zealand thrive.

As a policy ministry, it is our role to provide strategic sector knowledge, day-to-day transport advice, and a programme of work that meets the government’s priorities of the day. We work closely with transport Crown agencies to deliver results.

As a flexible and responsive ministry, we believe that:

* transport connects us: it is vital to society and the economy
* we see the big picture of transport
* we shape the transport system for the long term
* we ensure quality, innovation and value in everything we do
* we deliver results by working with and through others
* we are a great place to work

We operate as a professional services ministry, which means that staff members are treated as a single pool of resource who are allocated to major priority projects based on their ability and knowledge to deliver the work. This structure provides a varied and stimulating work environment as staff members may be working on something different tomorrow to what they did today, with possibly a different team or manager.

**Purpose**

The Senior Economist/ Economist will be based within the Financial, Economic and Statistical Analysis (FESA) team. The role will involve working closely within a team of other economists and analysts , with policy teams in the Ministry and with external agencies including government agencies, international forums etc. It will involve leading and advancing the provision of expert economic advice and analysis, to support and contribute to the development of sound transport policy.

A Senior Economist demonstrates a leadership role in the Ministry and across the transport sector and has relevant previous relevant experience.

#### Key Accountabilities

Ensure the Ministry provides quality products and services in a timely way to the Minister by:

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| Purpose of the Role | Key Accountabilities and Deliverables |
| Economic research, analysis and evaluation  | * Proactively identify, develop, coordinate and/or carry out economic analyses and evaluations (including benefit-cost analysis) to achieve the transport sector outcomes that the transport sector that is effective, efficient, resilient and, safe and responsible.
* Further develop and support economic analysis on the social, economic and environmental impacts of transport policy, operation and investment decisions.
* Review technical papers received from Ministry staff, partners and consultants/contractors
* Provide advice in response to formal Government policy or Ministerial statements and proactively identify possible issues of importance to the Transport sector
* Advance FESA’s role in identifying and analysing issues, trends and opportunities in transport and economics
* Respond to Ministerial requests, Parliamentary questions and requests for information under the Official Information Act
* Seek and identify opportunites to develop and implement the FESA and inter-relate external research programmes to enable strategic and evidence-based policy development
* Promote and contribute to the FESA and Transport Knowledge Hub seminar programme and seek to increase internal and external awareness of the work of FESA.
* Actively seek to advance and support the use of economics in policy development across the Ministry.
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| Represent the Ministry | * Represent the Ministry of Transport in a wide range of situations, including government agencies, transport sector and community groups such as the Transport Knowledge Hub.
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| General functions | * Participate in the development and maintenance of the Ministry’s Transport Indicators
* Seek active contact, collaboration and communication with transport agencies, groups and industry stakeholders
* Promote an awareness to transport issues in current affairs and academic literature
* Actively contribute to team and Ministry planning processes, and to the development of strategies and work programmes
* Ensure records are created and maintained in accordance with the Public Records Act 2005 (specific recordkeeping responsibilities are located in the Ministry’s Information Management Policy under “Information ownership, roles and responsibilities”)
* Undertake any other tasks as may be directed by the Manager or Principal Economists.
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**Person Specification**

##### Qualifications

* A post-graduate qualification in economicsKnowledge of econometrics would be an advantage.

##### Experience

* A Senior Economist is expected to have a minimum of 3 years experience in a similar role
* Experience in applying economic theory into practice.
* Experience in carrying out benefit-cost analysis.
* A solid grounding in quantitative and/or qualitative methods of analysis.
* Experience in presenting to technical and non-technical audiences and developing and managing relevant networks across the sector.
* Experience with econometric and statistical applications would be an advantage.

***Technical Knowledge***

* Knowledge of the transport sector and public sector processes would be an advantage.

**Core Competencies**

In order to do this job effectively the following competencies are required:

**Managing diverse relationships**

*Customer focus*

* Is dedicated to meeting the expectations and requirements of internal and external customers
* Gets first-hand customer information and uses it for improvements in products and services
* Acts with customers in mind
* Establishes and maintains effective relationships with customers and gains their trust and respect

**Acting with honour and character**

*Integrity and trust*

* Is widely trusted
* Is seen as a direct, truthful individual
* Can present the unvarnished truth in an appropriate and helpful manner
* Keeps confidences
* Admits mistakes
* Doesn’t misrepresent her/himself for personal gain

**Strategic Skills**

*Decision Quality*

* Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgement
* Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time
* Sought out by others for advice and solutions

*Strategic Agility*

* Sees ahead clearly
* Can anticipate future consequences and trends accurately
* Has broad knowledge and perspective
* Is future orientated
* Can articulately paint credible pictures and visions of possibilities and likelihoods
* Can create competitive and breakthrough strategies and plans

*Learning on the Fly*

* Learns quickly when facing new problems
* A relentless and versatile learner
* Open to change
* Analyses both successes and failures for clues to improvement
* Experiments will try anything to find solutions
* Enjoys the challenge of unfamiliar tasks
* Quickly grasps the essence and the underlying structure of anything

*Intellectual Horsepower*

* Is bright and intelligent
* Deals with concepts and complexity comfortably
* Described as intellectually sharp, capable and agile

**Personal and Interpersonal Skills**

*Motivating Others*

* Creates a climate in which people want to do their best
* Can motivate many kinds of direct reports and team or project members
* Pushes tasks and decisions down
* Empowers others
* Invites input from each person and shares ownership and visibility
* Makes each individual feel his/her work is important
* Is someone people like working for and with

*Interpersonal Savvy*

* Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation
* Builds appropriate rapport
* Builds constructive and effective relationships
* Uses diplomacy and tact
* Can diffuse even high-tension situations comfortably

**Energy and Drive**

*Perseverance*

* Pursues everything with energy, drive, and a need to finish
* Seldom gives up before finishing*,* especially in the face of resistance or setbacks