

POSITION DESCRIPTION

**POSITION: Senior Adviser/ Adviser – Transport Modelling**

**LOCATION: Wellington**

**RESPONSIBLE TO: Manager FESA**

**EFFECTIVE: April 2017**

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| **Context of the Position** |

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.

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| **Purpose** |

The role of Senior Adviser/ Adviser – Transport Modelling exists to build and promote capability in transport modelling within the Ministry and to facilitate application of models to policy issues across the ministry and across the sector. A key function of the position will be to assist with the development and ongoing management of New Zealand transport models and the production of the regularly-updated New Zealand Transport Outlook.

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

**Key Accountabilities**

The key accountabilities of the Senior Adviser/ Adviser – Transport Modelling is to:-

* Contribute policy advice through their expertise and understanding of the transport system
* (Lead)/support the activity and leadership direction the Ministry is taking in relation to transport modelling and develop/ manage a modeling programme that ties together existing activity alongside future workstreams;
* Provide/support technical leadership in relation to modelling the longer-term trends affecting transport and New Zealand as a whole
* Assist in the development, enhancement and operation of New Zealand transport models;
* Provide/ support a leadership role in the sector by facilitating agreement on steps toward the further development, application and enhancement of New Zealand transport models;
* Assist, develop and maintain the Ministry’s capability in transport modelling.
* Assist with production of the regularly-updated New Zealand Transport Outlook;
* Work with other groups within the Ministry, and in other local/ national/ international agencies, to use transport models to gain insight into key policy issues facing the transport sector

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

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| Purpose of the Role | Key Accountabilities and Deliverables |
| Understanding the transport system | * Develop in-depth expertise of the key transport sector issues in New Zealand and internationally * Establish links to wider government strategies * Develop and contribute to, a national and international network of peers to test ideas and learn from * Enhance contact and two-way information flows with other transport agencies/groups, both nationally and at the local level * Engage widely to ensure the Ministry is up-to-date with current thinking and research |
| Technical leadership | * Identify and analyse issues and trends, opportunities and problems in transport, including the wider impacts of transport such as health impacts, urban development impacts, and greenhouse gas emissions * Research, analyse and model the drivers of future demand and develop scenarios for testing a range of transport futures for New Zealand that will inform future policy development * Research, analyse and model the relationship between transport and the economic contribution of transport * Identify current and emerging international best practice in the field of transport modelling and analytics * Develop and maintain institutional knowledge and communicate awareness throughout the Ministry about how transport models can be used to develop, analyse and inform transport policy * Pursue active engagement with stakeholders throughout New Zealand and internationally that have an interest in transport modelling and related fields * Assist with the review and coordination of research and, where appropriate, undertake/ support research and development in the field of modelling and related fields * Contribute advice to transport and other government agency consultation documents and in response to formal Government policy or Ministerial statements * Provide expertise to internal planning processes and other parts of the Ministry * Assist in the production of the regularly-updated New Zealand transport outlook |
| Setting the agenda | * Think about the next generation of policy challenges and proactively work with the sector to anticipate how future needs for information will be met * Work with other transport modellers and transport sector stakeholders with the objectives of:   + - bringing together owners and users of the core transport related models in New Zealand to facilitate application of models to policy issues across the ministry and across the sector.     - defining core information needs for the sector     - agreeing on single sources of truth for the component parts of New Zealand transport models and the protocols around linkages and dependencies between models * Assist in the development of a sector-wide Knowledge Hub with the objectives of:   + - bringing together owners and users of transport related models in New Zealand, and potentially internationally, to share knowledge and best practice     - maintain a stocktake of transport models, linkages, and dependencies * Support the development of effective long-term relationships between the Ministry and relevant stakeholders, so as to develop the Ministry’s transport sector leadership position |
| Assist in the development of the Ministry’s modelling capability | * Assist in the development and operation of the Ministry modelling teams to ensure that the Ministry’s model-related objectives are well understood and met; * Engage with other parts of the Ministry to develop high quality advice and lift the Ministry’s capability in transport modelling * Assist in leading projects which involve delivering results through others * Have a wider impact across the Ministry by demonstrating key behaviours |
| General functions | * Respond promptly to Ministerial requests, Parliamentary questions and requests for information under the Official Information Act * Attend Cabinet Committees and Select Committees, as required * Contribute to team and Ministry planning processes, and the development of strategies and work programmes to enhance the overall effectiveness of the team * 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’) * Share knowledge to assist others in achieving goals * Undertake any other tasks, as requested |

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| **Person Specification** |

***Qualifications***

* A tertiary qualification in a relevant field is essential, such as economics, management science, transport planning, statistics, urban planning or public health, preferably at post-graduate level

***Experience***

* A Senior Adviser is expected to have a minimum of 3 years experience in a similar role
* Experience in the use and development of systems-based modelling is essential
* Experience and knowledge of the application of modelling techniques and methodologies across inter-related sectors/ disciplines (ie economics, environmental, energy etc) is essential;
* Some experience in policy development and analysis in the public sector and a deep understanding of government policy making is desirable
* Experience in building high-quality stakeholder relationships and leading decision-making forums is desirable
* A record of authoring high-quality publications is desirable

***Technical Knowledge***

* Expert knowledge of systems-based modelling is essential, preferably with transport or similar experience
* Knowledge of the transport sector is desirable
* Knowledge and understanding of the drivers of future transport demand is desirable
* Knowledge of the relationship between transport and the economic contribution of transport is desirable
* Knowledge of the relationship between transport and its wider impacts, such as health impacts, greenhouse gas emissions and urban development is desirable
* Ability to author high quality documents, which provide a relevant interpretation of modelling results that can be understood by the wider sector is desirable

**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