## Policy Adviser

Reporting to: Policy Manager

Location: Wellington / Auckland

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

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| **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 ContextThis role is part of the Strategy & Investment Group or the Regulatory & Data Group. The Strategy & Investment Group maintains an overview of transport strategy for New Zealand. They provide high level strategic design and quality, timely and effective policy advice and support for the Ministry and the transport sector. Functional teams for the Strategy & Investment group include Demand Management, Strategic Policy & Innovation, Investment, Rail & Freight and Urban Development & Environment.The Regulatory & Data Group is the centre of excellence for quality, timely and effective regulatory policy, and evidence based analysis for the Ministry and the transport sector. Functional teams for the Regulatory & Data Group include Resilience & Security, Mobility & Safety, International Connections, Domain Strategy, Economics & Evaluation and Analytics & Modelling.Role PurposeThe role of the Policy Adviser is to provide/contribute to high quality advice on transport issues, and provide high quality written responses to, and advice about, official correspondence.What you will do to contribute - key responsibilities |
| The Policy Adviser has responsibility for providing information and policy advice to ensure the team delivers on their key objectives.This role is responsible for:* Gathering evidence, analysing policy issues, developing policy options and preparing policy advice for defined policy issues
* Contributing to larger, more complex projects where others have accountability for the delivery of outputs
* Preparing policy advice including cabinet papers and briefs for the relevant Minister
* Preparing responses to official correspondence
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| 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
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| Who you will work with to get the job done |
| Internal | Policy teams |
| Senior Leadership Team |
| All managers and staff |
| External | Minister and Associate Minister and their offices |
| Transport sector entities |
| Government agencies and other organisations External providers/Consultants |
| What you will bring specifically |
| **Experience:** Essential:* Experience in, or an understanding of, policy development
* Experience in, or an understanding of, the provision of briefing papers
* Experience in, or an understanding of, project management
* Experience in writing ministerial correspondence and briefings
* Excellent written and verbal communication skills
* Excellent organisational skills
* Able to work autonomously and meet deadlines

Desirable:* Knowledge of the transport sector

**Knowledge & Skills:*** Knowledge of public sector processes
* Experience in interpreting legislation
* Strong numerical ability
* Excellent writing skills

**Other requirements:*** A tertiary qualification in a relevant field
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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 awareness:**

Is able to tell or observe that something is incorrect or likely to go wrong, based on the information provided.

**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.

**Decision quality:**

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

**Written expression:**

Effectively communicates information and ideas in writing so others will understand.

**Policy expertise:**

Is able to tell or observe that something is incorrect or likely to go wrong, based on the information provided.

**Critical Thinking:**

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

## Senior Policy Adviser

Reporting to: Policy Manager

Location: Wellington / Auckland

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* 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.

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| The Senior Policy Adviser has responsibility for supporting the overall capability of the team to deliver on their key objectives.This role is responsible for:* Undertaking complex policy analysis, leading development of innovative, practical and durable policy options (including through engagement with stakeholders), and providing authoritative policy advice often in areas that are complex and sensitive
* Taking the lead and managing complex policy work and project teams
* Enhancing the overall capability of the team through guiding and mentoring Advisers and Graduate Advisers in their day to day work
* Establishing and developing productive relationships with other transport sector agencies and the wider government sector
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| Your health, safety and wellbeing  |
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| Who you will work with to get the job done |
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| Transport sector entities |
| Government agencies and other organisations External providers/Consultants |

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| What you will bring specifically |
| **Experience:** Essential:* Experience in policy development and analysis in the public sector and a sound understanding of Government policy-making procedures
* Excellent organisational skills
* Excellent written and verbal communication skills
* Able to work autonomously and meet deadlines

Desirable:* Knowledge of the transport sector
* A working knowledge of the legislative process and the Parliamentary System

**Knowledge & Skills:*** Knowledge of public sector policy and processes would be an advantage
* Experience in interpreting legislation
* Effective communicator

**Other requirements:*** A tertiary qualification in a relevant field
* Roles in the Resilience & Security and International Connections teams may require a national security clearance. Please note the vetting process to obtain a clearance can be invasive. If a clearance is granted, the employee is required to maintain their clearance as a condition of their employment in this position.
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