## Principal 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 Principal Adviser is a subject matter/domain leadership position within the Ministry's policy team and responsible for supporting the overall capability of the team.What you will do to contribute - key responsibilities |
| The Principal Adviser - has the responsibility for supporting the team to delivery on their key objectives.This role is responsible for:* Contributing to the development and implementation of the strategy for the team
* Providing authoritative policy advice and leading programmes of work and project teams on complex and sensitive areas
* Supporting the team to ensure delivery of high quality data advice and results to maximise the contribution that the team makes to Ministry outcomes and government goals
* Modelling exemplary leadership across the Ministry aligned to vision, values and purpose
* Providing thought leadership to inform, drive and challenge Ministry thinking and support policy recommendations
* Effectively influence on domain topics through engagement and communication with senior stakeholders
* Enhancing the overall capability of the team through coaching and mentoring team members during their day to day work, and against their longer term development plans
* Establishing and developing productive relationships with other transport sector agencies and the wider government sector
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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:* Extensive experience in policy development and analysis in the public sector and a deep understanding of government policy making
* Experience in project management
* Extensive experience in leading, coaching and mentoring staff
* Extensive experience in building high-quality stakeholder relationships
* Has a deep understanding of the transport system
* Well connected/ networked in their specialist area, commanding respect for their knowledge and ability
* Proven written and verbal communication, with strong influencing skills
* Excellent organisational skills and the ability to meet deadlines
* Strong intellectual ability, nous and judgement

Desirable:* An understanding of local and international transport trends, approaches, policies, regulations, systems and practices relevant to the Ministry

**Knowledge & Skills:*** Expert knowledge of policy analysis frameworks, tools and techniques
* Thorough knowledge of government processes, structures and machinery
* Understanding of government and parliamentary processes and the ability to manage these effectively
* Effective communicator

**Other requirements:*** A tertiary qualification in a relevant field is desirable or extensive experience
* The Principal Adviser position in Resilience & Security requires a national security clearance.  Note that the vetting process to obtain a clearance can be invasive and that 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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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