# Manager – Governance and Commercial

## Governance and Commercial Team, Governance and Engagement Group

Reporting to: Deputy Chief Executive – Governance & Engagement

Location: Wellington

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 is 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 |

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| Role contextThe Governance and Engagement Group is responsible for influencing and supporting the performance of both the Ministry and the wider government transport sector. It also leads and advises the Ministry in relation to stakeholder engagement and communications – critical to our being collaborative and influential.The Governance and Commercial team, one of three teams within the Group, provides advice, assessment and support on governance, financial and commercial matters affecting the transport sector. In particular, it fulfils a critical role advising Ministers on the governance and performance of the four transport Crown entities (the NZ Transport Agency, Maritime NZ, the Civil Aviation Authority, and the Transport Accident Investigation Commission). The team has undertaken a new governance and monitoring role in collaboration with Auckland Council for City Rail Link Limited (established to deliver the City Rail Link in Auckland).The role of the Manager - Governance and Commercial is to provide leadership to the the team undertaking this exciting portfolio work, and be accountable for the team’s own performance. Role PurposeThe role of the Manager - Governance and Commercial is to partner with the Senior Leadership Team to lead all aspects of strategic and operational management of governance and commercial (and assessment) to effectively support and enable a high performing sector. They lead the Governance & Commercial Team.What you will do to contribute - key responsibilities |
| This role is responsible for: * Leading the Ministry’s sector-wide governance and accountability responsibilities, reporting on progress and ensuring objectives are achieved
* Leading the process, and providing advice to Ministers, on board appointments to relevant Crown entities
* Providing independent, evidence-based advice to Ministers on the performance of Crown entities
* Providing the lead within the Ministry on fees, charges and funding reviews related to the Crown entities
* Providing governance, commercial and monitoring advice in relation to Auckland City Rail Link Limited
* Providing commercial advice on a range of other enterprises, assets and contractual relationships, including five Joint Venture airports and the Government’s purchase contract with MetService
* Supporting the secretariat function for the Transport Sector Leaders, a strategic forum for the transport sector Chief Executives
* Building and maintaining strong effective working relationships with stakeholders, particularly the transport Crown entities that we monitor, based on openness, collaboration and transparency
* Building and maintaining strong effective working relationships all levels of management across the Ministry
* Ensuring effective leadership of direct reports including objective-setting, performance conversations, mentoring ongoing development and regular feedback loops
* Preparing the annual budget for the team within agreed corporate guidelines to ensure expenditure remains within budget, action is taken to avoid overspend and the budget is in line with Ministry policies and procedures
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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 | Chief Executive |
| Senior Leadership team |
| Managers and staff |
| Policy teams |
| External | Chairs and Crown entity board members |
| Senior management in the Crown entities and state-owned enterprises |
| Government agencies and other organisations (Ministers offices, SSC, Treasure, Audit NZ) |
| Auckland Council and Auckland City Rail Link Limited |
| Joint Venture partners |
| External providers and consultants |

| What you will bring specifically |
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| **Experience:** Essential:* Experience in providing advice on governance and performance at a senior level (ie to Ministers, Chief Executives and/or second tier managers)
* Experience in managing Board appointment processes A strong understanding of and experience of business partnering while maintaining separation of control
* Demonstrated ability to engage with and influence senior leaders across a range of disciplines
* Excellent interpersonal skills; able to build rapport and trust of managers, staff and stakeholders
* Experience leading, developing and managing staff
* 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

Desirable:* Experience in a commercial environment
* Experience of financial and economic analysis
* Experience in, or knowledge of, the transport sector

**Knowledge & Skills:*** A strong understanding of Crown entity accountability frameworks
* Knowledge of New Zealand context relating to government accountability
* Experience working with government control and accountability agencies
* Proven written and verbal communication, with strong influencing and reporting skills

| Leadership Capabilities  |
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***Achieving ambitious goals***

Demonstrate achievement, drive, ambition, optimism, and delivery-focus; to make things happen and achieve ambitious outcomes.

***Enhancing people performance***

Manage people performance and bring out the best in managers and staff; to deliver high quality results for customers.

***Engaging others***

Connect with people; to build trust and become a leader that people want to work with and for.

***Managing work priorities***

Plan, prioritise, and organise work; to deliver on short and long-term objectives across the breadth of their role.

***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.

***Collaboration***

Promotes cooperation, collaboration and flexibility in working with others, contributes as a team member, manages conflict with teams.

***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

***Customer oriented***

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