# Adviser – Business Integrity & Performance

## Governance and Commercial Team, Governance and Engagement Group

Reporting to: Manager – Business Integrity & Performance

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 |
| Role contextThe Governance and Engagement Group is responsible for the provision of advice; and influencing and supporting the performance of the Ministry and overall performance of the government transport sector. It is also responsible for supporting the Ministry to be collaborative and influential, through effective stakeholder engagement and communications.This role is part of Governance and Engagement’s Business, Integrity and Performance team. This team is responsible for:* planning and accountability, including supporting project management and business process improvement
* risk and assurance functions, including coordinating internal audit activities and planning
* business continuity planning
* procurement policies and approaches.

Role PurposeThe role of the Business Integrity and Performance Adviser is to contribute advice and support the development and manage delivery of the Ministry's risk, security, project management and business continuity strategy and plans. They support the development of plans, approaches and initiatives to ensure they are consistent with the Ministry's strategies, plans, and risk management legislation.What you will do to contribute - key responsibilities |
| The Business Integrity and Performance Adviser has responsibility for providing information and advice to ensure the Business Integrity and Performance team delivers on their key objectives and deliver on the Ministry’s strategies. This role is responsible for: * Supporting the team’s work to deliver a high-performing organisation
* Supporting leaders and staff on preparing the Ministry’s internal planning and reporting information and documents and providing high quality management information
* Supporting leaders and staff on programme / project management strategies and processes to contribute to improved organisation delivery
* Participating in the development of Ministry’s key internal planning and reporting documents and identify and implement improvements
* Participating in the development of Ministry strategies and plans, ensure alignment to the Ministry’s Values, Vision and Purpose and consistency with a robust programme / project management framework
* Assisting with the capture of information about the status of work to inform co-ordination and reporting
* Maintaining programme management and planning and reporting processes and / or systems for reporting, monitor delivery to ensure best practice and suggest enhancements as appropriate
* Advising and training to Ministry staff on the use of programme / project management methodology, planning and reporting tools and government performance accountability frameworks
* Ensuring information and knowledge-sharing practice is aligned with Ministry strategies, plans and policies
* Providing secretariat support for key Ministry committees
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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 | Finance |
| Digital & Knowledge |
| Deputy Chief Executives |
| All managers and staff |
| External | Ministers’ offices and key parliamentary offices such as the Tabling Office |
| Key staff in other government agencies involved in securirty, risk, procurement, and project management |
| External providers/consultants including printing suppliers and specialists providing expert advisory services |

| What you will bring specifically |
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| **Experience:** Essential:* Experience in, or an understanding of, business continuity / risk and assurance / security advice
* Experience in, or an understanding of, project management
* Excellent written and verbal communication skills
* Excellent organisational skills
* Able to work autonomously and meet deadlines

Desirable: * Experience in, or an understanding of, the New Zealand public sector

**Knowledge & Skills:**

| * A tertiary qualification in a relevant feild or comparable experience

Competencies  |
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***Achieving ambitious goals***

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

***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 Self-aware and agile.

***Collaboration***

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

***Problem Solving***

Identifies problems and reviews related information to develop and evaluate options and implement solutions

***Critical Thinking***

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

***Information oriented***

Arranges actions into a certain order or pattern according to a rule or set of rules