

Senior Adviser

Governance & Commercial

Reporting to: Manager – Governance & Commercial

Location: Wellington

The Governance & Commercial team's focus is to provide proactive and responsive governance, financial and commercial advice and assessment on matters affecting the transport sector and Crown entities. In particular, the team's core role is to provide stewardship advice to responsible Ministers to support their decision making in relation to Crown entities and other governance structures within the transport sector.

In addition to our governance and monitoring role with transport Crown entities, we also provide commercial expertise to the Ministry – this includes leading funding reviews and monitoring City Rail Link, the Crown's MetService purchase contract and the five Crown Joint Venture airports.

The role of the Senior Adviser - Governance & Commercial partners with the Ministry Senior Leadership Team (SLT) and managers to provide advice on strategic and operational governance and commercial matters, to effectively support and enable a high performing sector.

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

INVESTED	We are committed and responsible
BOLD	We are courageous, shaping our place in the world
COLLABORATIVE	We are connected and journey with others

What you will do to contribute - key responsibilities

This role is responsible for:

- Taking a leadership role in the delivery of the Ministry Crown entity governance responsibilities, as set out in the Crown Entities Act 2004
- Taking a leadership role for management and delivery of the Transport Sector Fee and Funding Review Programme
- Working with leaders to provide high quality governance and commercial advice specific for their groups
- Partnering with the policy Deputy Chief Executives to support them to effectively undertake their roles as relationship owner for each respective transport Crown entity
- Providing advice on Crown entity accountability documents (such as Statements of Intent and Performance Expectations)
- Preparing and contributing to advice on Crown entity performance
- Managing day-to-day relationships with peers in the transport Crown entities
- Providing analysis on economic and financial assumptions proposed by Crown entities and financial and commercial advice to support policy or strategic papers provided to the Minister, within the Ministry or to transport entities
- Contributing to team and Ministry planning processes, and the development of strategies and work programmes to enhance overall effectiveness
- Responding promptly to Ministerial requests, Parliamentary questions and requests for information under the Official Information Act
- Ensuring information and knowledge-sharing practice is aligned with Ministry strategies, plans and policies
- Building and maintaining strong effective working relationships with all levels of management and staff across the Ministry
- Developing and maintaining strong stakeholder relationships with external bodies and parties
- Participating in the preparation of 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
- Representing the Ministry at government agency meetings and other agreed forums
- Working collaboratively with transport sector and other agencies to facilitate effective resource and information sharing

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

Who you will work with to get the job done

Internal	Chief Executive
	Senior Leadership Team
	Managers and staff
	Governance & Commercial team
	Policy teams
External	Crown entities in the transport sector
	Minister of Transport, and their office
	Government agencies and other organisations
	External providers / consultants

What you will bring specifically

Experience:

Essential:

- Experience in, or understanding of, economic and financial analysis
- Experience working with wide range of leaders and senior staff
- Demonstrated ability to build strong relationships, engage with, and influence senior leaders
- Excellent communication skills, both written and oral including excellent listening skills

Desirable:

- Experience in the public sector
- Experience in, or an understanding of, assessing agency performance
- Demonstrated experience in the design, implementation and management of organisational performance accountability, strategies, and systems
- Experience working with government control and accountability agencies

Knowledge & Skills:

- Ability to competently evaluate financial data and present key information
- Ability to articulate concepts and analyse the benefits and costs of proposed options
- Ability to identify risks as well as options to mitigate risks
- Understanding of the commercial and public sector environments
- Knowledge of the New Zealand government context relating to performance accountability and awareness of government control and accountability agencies
- Proven written and verbal communication, with strong influencing and reporting skills
- Strong numeracy skills

Other requirements:

- A tertiary qualification preferably accounting, finance or economics or comparable experience.

Leadership Capabilities

We use the Leadership Success Profile (LSP) to help guide our people, including those not in management positions, towards the leadership skills and capabilities needed for success within the Ministry and across the public sector.

Honest and courageous

- Deliver the hard messages, and makes difficult decisions in a timely manner to advance the longer-term best interests of customers and New Zealand.

Curious

- Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.

Self-aware and agile

- Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people.

Resilience

- Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.