

# Stakeholder Engagement Lead

## Mobility & Safety, Regulatory & Data Group

**Reporting to:** Manager – Mobility and Safety

**Location:** Wellington

The Mobility and Safety team is responsible for advice on domestic mobility and safety in the transport system, including leading the implementation of the Safer Journeys Action Plan. The Government has announced that it will develop a new road safety strategy and action plan by September 2019 that supports a significant and sustained improvement in road safety outcomes.

The development of the strategy and action plan is a significant programme of work that will be led by the Ministry of Transport, with a cross-agency project team established to undertake this work.

The Stakeholder Engagement Lead is part of the project team and is accountable for leading the development and delivery of an agile and dynamic engagement approach. This role will provide the systems and supports to ensure the project team is able to engage with all stakeholders efficiently, effectively building trust and confidence in the Ministry and its work.

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## 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

|                      |  |
|----------------------|--|
| <b>INVESTED</b>      | <b>We are committed and responsible</b>                  |
| <b>BOLD</b>          | <b>We are courageous, shaping our place in the world</b> |
| <b>COLLABORATIVE</b> | <b>We are connected and journey with others</b>          |

## What you will do to contribute - key responsibilities

The Stakeholder Engagement Lead will build support, buy-in and contribute to the delivery of the road safety strategy through the engagement of a broad range of stakeholders including the public, communities, local and central government and road safety experts.

This role is responsible for:

- Providing cross system leadership in planning and delivery of engagement activity to support the development of the strategy, externally and internally, to ensure a coordinated approach, which builds trust and confidence.
- Building trust and buy-in from key organisations and senior managers to ensure they contribute to an integrated approach to engagement.
- Analysing project stakeholder needs and identifying engagement approaches and channels.
- Identification, planning, preparation and implementation of engagement activities throughout the duration of the project including:
  - initial engagement with stakeholders about road safety in New Zealand.
  - working with subject matter experts to implement targeted consultation including organising (and where appropriate, facilitating) workshops, focus groups etc.
  - working with relevant agencies and policy teams to coordinate and support public consultation
- Developing communications materials and disseminating through appropriate channels.
- Coordinating support to the leadership team, ministerial advisory group and Ministers' offices, ensuring the best advice and information is provided on issues, around events, and engagement opportunities.
- Managing enquiries and feedback from stakeholders, including developing messaging and supporting material.
- Liaising with cross-agency teams and stakeholder groups to ensure consistent messaging and approach and to maximise opportunities.
- Identifying and managing engagement risks and issues to ensure the project team is well-positioned to deliver on its project responsibilities.
- Being an active member of the project team, providing progress updates on engagement activity for project reports and governance and advisory groups.
- Building and maintaining effective relationships with key internal and external stakeholders in support of the project teams work, including Minister's Offices, transport agencies and other key stakeholders.
- Influence others to grow and maintain key stakeholder relationships.
- Ensuring information and knowledge-sharing practice is aligned with Ministry strategies, plans and policies.

## 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 |

|  |  |
|--|--|
|  | Engagement & Communications team                                       |
|  | Road Safety Strategy Project Team, Mobility and Safety team            |
|  | Minister and Associate Ministers and their offices                     |
|  | Transport Sector Entities  |
|  | Other government agencies, crown entities and other stakeholder groups |

## What you will bring specifically

### Experience:

#### Essential:

- Extensive leadership in stakeholder management, engagement planning and implementation activities
- Building trust and buy-in from decision makers, both internal and external.
- Extensive knowledge and experience of using different tools and techniques for engaging with a wide range of stakeholders including the general public
- Extensive facilitation and negotiation skills
- Event management experience
- Ability to build relationships and work across a number of government agencies and stakeholder groups
- Experience writing for a range of channels
- Exceptional team working skills with a positive hands-on approach
- Demonstrated ability to build strong relationships, engage with, and influence a diverse group of stakeholders

#### Desirable:

- Experience working in a policy environment with close working links to the Minister's office.
- Experience of working on a strategy development project

### Knowledge & Skills:

- Proven written and verbal communication, with strong influencing, listening and reporting skills
- Ability to build and maintain relationships across a wide range of stakeholders

## 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.