Ministry of Transport
TE MANATŪ WAKA

Job Description

Senior Adviser

All policy groups

The Ministry of Transport provides strategic and practical advice to Ministers, monitors and supports the Transport Sector Crown Entities and works in partnership with the Transport Sector Crown Entities to ensure the transport system optimises its contribution to New Zealand citizens.

The Senior Policy Adviser role is part of our 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.

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.

The Senior Policy Adviser contributes to the achievement of the Ministry's objectives by providing high quality, well-researched policy advice and solutions to complex transport issues, which, by understanding the intent of legislation and mentoring staff, the position contributes to and promotes, the Ministry's strategic policy framework and associated policy outcomes for the transport sector.

- **Reporting to:** Policy Manager
- **Location:** Wellington/Auckland

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

The Senior Adviser has responsibility for providing policy leadership in their advice, undertaking complex analysis and the development of innovative, practical policy options.

- Scoping and planning policy projects in ambiguous and complex areas
- Applying advanced frameworks and methods of analysis to identify policy problems, analyse the issues, and identify and assess the policy options
- Critically synthesising information from a wide variety of domains and using in-depth knowledge of the policy area to draw sound conclusions based on the judicious use of the available evidence.
- Leading engagement with some delivery agencies, stakeholders and government agencies to ensure the advice provided is practical and effective
- Providing policy advice that meet the needs of the Minister communicating complex issues, using concepts clearly and succinctly
- Using appropriate project planning and management techniques, manage risks and coordinate work with others
- Contributing to multiple pieces of work concurrently and actively and independently planning and managing work load
- Providing guidance and on-the-job training to more junior team members

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	Senior Leadership team
	Policy teams
	All managers and staff
External	Minister Associate Minister
	Transport Sector Entities
	Other government agencies, crown entities and other organisation

What you will bring specifically

Experience:

Essential:

- Experience in policy development and analysis in the public sector and a sound understanding of Government policy-making procedures
- Excellent organisational skills
- Excellent written and verbal communication skills
- Able to work autonomously and meet deadlines

What you will bring specifically

Desirable:

- Knowledge of the transport sector
- A working knowledge of the legislative process and the Parliamentary System

Knowledge and Skills:

- Knowledge of public sector policy and processes would be an advantage
- Experience in interpreting legislation
- Effective communicator

Other requirements:

- A tertiary qualification in a relevant field

Leadership Capabilities

We use the Leadership Success Profile (LSP) to help guide our people, including those not in management positions, towards the 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.

Resilient

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