

Policy Adviser (Level 1)

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 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 role of the Policy Adviser (L1) is to provide and contribute to high quality, well-researched and reasoned policy advice on transport issues, support the team in the development of the Ministry's strategies and provide high-quality written responses to, and advice about, official correspondence.

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 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 Policy Adviser has responsibility for providing information and policy advice to ensure the team delivers on their key objectives.

| Purpose of the Role | Key Accountabilities and Deliverables |
|---------------------------|---|
| Policy participation | <ul style="list-style-type: none"> Develop and maintain a good understanding of the principles and practices relating to transport policy Prepare policy advice on transport issues including Cabinet papers and briefs for the relevant Ministers, and comment on papers prepared by other agencies Conduct research relevant to transport Prepare or contribute to ministerial speeches, media statements and responses to parliamentary questions, and draft replies to ministerial and department correspondence Identify and analyse issues and trends, opportunities and problems relating to transport Develop policy advice, as far as possible, from conceptual stage through to Cabinet decision and legislation and implementation Support the passage of new legislation and its introduction in association with the Legal team |
| Project participation | <ul style="list-style-type: none"> Contribute to team and Ministry planning processes, and to the development of strategies and work programmes to enhance the overall effectiveness of the team and hence the professional standing of the Ministry of Transport |
| Representing the Ministry | <ul style="list-style-type: none"> Attend Cabinet Committees and Select Committees as required Represent the Ministry of Transport in a wide range of situations, including government agencies, transport sector and community groups |
| General functions | <ul style="list-style-type: none"> Meet the objectives and performance measures agreed to with the Manager Ensure records are created and maintained in accordance with the Public Records Act 2005 (specific recordkeeping responsibilities are located in the Ministry's Information Management Policy under "Information ownership, roles and responsibilities") Undertake any other tasks, as requested |

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 | Policy teams and managers |
| | Finance, Legal and Communications & Engagement, Business Integrity & Performance teams |
| | All managers and staff |
| External | Minister and Associate Minister and their offices |
| | Transport sector entities |
| | Government agencies and other organisations |
| | External providers/Consultants |

What you will bring specifically

Experience:

- Experience in, or an understanding of, policy development.
- Experience in, or an understanding of, the provision of briefing papers.
- Experience in, or an understanding of, project management.
- Experience in writing ministerial correspondence and briefings.

Knowledge & Skills:

- Knowledge of public sector processes would be an advantage
- Experience in interpreting legislation would be an advantage
- Strong numerical ability
- Excellent writing skills

Other requirements:

- A tertiary qualification in a relevant field is desirable.

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.

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.

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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

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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

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Who you will work with to get the job done

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|----------|--|
| 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

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