# Portfolio lead (Fixed term)

## Investment, Strategy & Investment Group

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 Portfolio lead position sits in the Strategy & Investment 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 role of the Principal Adviser – Portfolio lead is a subject matter/domain leadership position, responsible for supporting the Ministry and sector’s overall capability around transport sector portfolo asset management. The Portfolio lead will advise on investment priorities over the medium and longer term to deliver long-term transport outcomes, and develop tools and frameworks to support broad application of the portfolio approach.

* Reporting to: Manager Investment.

Location: Wellington

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 |

| What you will do to contribute - key responsibilities |
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| The Portfolio Lead is responsible for:* Enhancing the Ministry’s approach to investment across the transport system by developing a portfolio-type framework to lead and guide transport investment choices within the Minsitry and across the wider transport sector;
* Providing expertise and leadership in the development of strategies, policies and frameworks that enhance both the Ministry’s and sectors use of portfolio analysis;
* Help develop a culture within the Ministry and wider sector that embeds portfolio analysisas for any strategy, policy, regulatory or project functions undertaken by the Ministry or wider transport sector;
* Providing authoritative guidance and advice to the Ministry and sector in relation to portfolio analysis best practice;
* Supporting project teams to ensure a portfolio approach is incorporated into investment decisions to allow visibility and understanding of trade offs.
* Modelling exemplary leadership across the Ministry aligned to the Ministry’s vision, values and purpose
* Providing thought leadership to inform, drive and challenge Ministry thinking and support policy recommendations
* Establishing and developing productive relationships with other transport sector agencies and the wider government sector
* Coaching and mentoring team members and other colleauges in the application and appropriate use of portfolio analysis and frameworks
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| Your Health, Safety and Wellbeing  |
| At the Ministry 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 | Senior Leadership team |
| Policy teams |
| All managers, policy directors and staff |
| External | Minister and Associate Minister and their offices |
| Transport Sector Entities |
| Other government agencies, Crown entities and other organisations |

| What you will bring specifically |
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| **Essential Experience:*** Extensive experience in portfolio analysis in either the public or private sector;
* Expert knowledge of portfolio analysis and supporting frameworks, tools, techniques and methodologies;
* Understanding of (and ideally experience with) policy development and analysis in the public sector (including policy analysis frameworks, tools and techniques)
* Understanding of government and parliamentary processes and the ability to manage these effectively (including government processes, structures and machinery)
* Extensive experience in building high-quality stakeholder relationships
* Well connected/ networked in their specialist area, commanding respect for their knowledge and ability
* Effective communicator, with proven written and verbal communication, and strong influencing skills
* Excellent organisational skills and the ability to meet deadlines
* Strong intellectual ability, nous and judgement

**Desirable Experience:*** An understanding of the transport system, including local and international transport trends, approaches, policies, regulations, systems and practices relevant to the Ministry is desirable.
* Experience in project management
* Extensive experience in leading, coaching and mentoring staff
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| 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.

**Resilience**

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