

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 Adviser – Governance & Commercial is to support the delivery of the Ministry's governance and accountability responsibilities. This will include analysis of the performance of the transport sector Crown agencies and companies and other Crown governance structures.

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

The Adviser – Governance & Commercial partners with Ministry leaders and staff to manage governance and accountability requirements including financial and commercial advice and assessment in the sector to support the successful delivery of Ministry strategy.

This role is responsible for:

- Contributing to and providing advice on the delivery of Ministry wide responsibilities for governance, accountability and commercial matters within the sector, reporting on progress and ensuring objectives are achieved
- Working with Crown Entity Chairs, CEOs and other senior staff across the transport sector to provide high quality governance and accountability advice specific to their organisations or the sector
- Undertaking the analysis, preparation of or contribution to advice on Crown Entity performance compared to expectations through the analysis of:
 - Crown Entity financial forecasts and/or reporting
 - Analysis of commercial, economic and financial assumptions proposed by Crown Entities
 - Economic, financial and commercial research or advice
- Providing advice to Ministers on Crown Entity accountability documents (such as Statements of Intent and Performance Expectations)
- Building and maintaining effective relationships with key internal and external stakeholders to inform your advice and to enhance the Ministry's transport sector leadership position and inform stakeholders of relevant issues.
- Managing day-to-day relationships with peers across the Ministry and within the transport Crown Entities
- Contributing to the development of current and robust financial information available to support analysis and decision making
- 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
- 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
- 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

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| Internal | Chief Executive |
| | Senior Leadership Team |
| | Managers & staff |
| | Policy teams |
| External | Crown Entities in the transport sector |
| | Government agencies and other organisations (Ministers offices, SSC, Treasury, Audit NZ) |
| | Local Authorities |
| | Airport operators |
| | 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
- A sound understanding of economic principles
- 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
- Understand 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.