

Adviser

Engagement & Communications, Governance & Engagement

The Governance and Engagement Group is responsible for the provision of advice influencing and supporting the performance of the Ministry, and overall performance of the government transport sector. It is also responsible for supporting the Ministry to be collaborative and influential, through effective stakeholder engagement and communications.

This role is part of the Engagement & Communications Team. The Engagement & Communications team provides strategic and operational guidance, advice and support on all aspects of engagement & communications for the Ministry, including internal and external communications, ministerial co-ordination, stakeholder engagement support, media management and communications channels.

The role of the Adviser - Engagement & Communications is to support the development and delivery of the Ministry's engagement and communication strategies and plans.

- **Reporting to:** Manager, Engagement & Communications
- **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

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 - Engagement & Communications partners with Ministry leaders and staff to develop and implement communication and engagement strategies and plans, to support the successful delivery of Ministry strategy.

This role is responsible for:

- Providing advice to assist the thinking of Ministry leaders, to ensure communication and engagement strategies are relevant to Ministry strategies and plans
- Participating in the development of the engagement and communication strategies for the Ministry
- Ensuring communications are aligned to the Ministry's Values, Vision and Purpose, delivering a consistent visual identity and tone of voice, and supporting trust and confidence in the Ministry
- Providing communications advice and support on delivering communications materials and collateral
- Writing, editing and leading the production of specific communications materials and collateral
- Ensuring information and knowledge-sharing practice is aligned with Ministry strategies, plans and policies
- Assisting with any event management or other functions as required for the team
- Writing blog posts, news, email newsletter items, adding meta data, image selection, uploading or any other broader communications support required
- Managing sector communication advice and support as allocated
- Providing backup assistance to the Official Correspondence Adviser role when required

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
	All managers and staff
External	Communications Professional bodies
	Media representatives
	External providers/Consultants
	Government agencies and other organisations
	Ministers offices

What you will bring specifically

Experience:

Essential:

- Understanding of the development of the design, implementation and management of communications and engagement strategies
- Demonstrated experience in writing to a high level of quality
- A strong understanding of business partnering to support achievement of business goals
- Demonstrated ability to engage with and influence a wide range of people
- Experience in working within established administrative systems
- Experience in working to deadlines

Desirable:

- Experience in the public sector

Knowledge and skills:

- Knowledge of New Zealand government context
- Proven written and verbal communication, with strong influencing skills

Other requirements:

A tertiary qualification preferably in Communications or related discipline (comparable experience considered)

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.