# Adviser

## Business & Integrity Team, Governance and Engagement Group

The Governance and Engagement Group is responsible for the provision of advice; and influencing and supporting the performance of the Ministry and overall performance of the government transport sector.

The Business, Integrity and Performance team provides support and advice across the Ministry and is responsible for:

* planning and accountability, including supporting project management and business process improvement
* risk and assurance functions, including coordinating internal audit activities and planning
* business continuity planning
* contract functions, including drafting contracts, responding to enquiries and providing support about internal business process and procurement policy requirements
* collaborating with other Ministry business groups to collate information used to provide performance reporting to DCEs and Ministers
* Protective Security Requirements
* supporting the Ministry’s governance framework

The Business Integrity and Performance Adviser is responsible for information gathering, analysis and administration to drive the team’s:

* regular reporting cycle across performance, risk and assurance, and;
* provision of procurement and contract management services.

Reporting to: Manager – Business Integrity & Performance

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 |

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| What you will do to contribute - key responsibilities | |
| The Business Integrity and Performance Adviser has responsibility for providing information and advice to ensure the Business Integrity and Performance team delivers on their key objectives and deliver on the Ministry’s strategies.  This role is primarily responsible for supporting the team’s work to deliver a high-performing organisation through:   * Gathering and analysing high quality information from Ministry leaders and staff to drive the team’s regular reporting cycles for performance, risk and assurance activities * Supporting Ministry leaders and staff through the provision of procurement and contract management services * Providing administrative support for reporting, contracts and other team activities such as the development and production of corporate accountability documents and follow-up on outstanding review actions * providing training and contribute to business improvement, in conjunction with senior advisors, to Ministry staff on the systems and policies owned and supported by the team. | |
| 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 | Government agencies and other organisations |
| Relevant government sector forums |
| External providers/consultants |

| What you will bring specifically |
| --- |
| **Experience:**  Essential:   * Information gathering, analysis and report writing * Business process improvement initiatives   Plus  **Desirable:**   * Experience in, or an understanding of, the New Zealand public sector * Experience in, or an understanding of, contract administration   **Knowledge & Skills:**   | * Proven written and verbal communication, with influencing and reporting skills * Strong numeracy skills * High proficiency in Word and Excel * Excellent organisational skills * Able to work autonomously and meet deadlines * A tertiary qualification in a relevant field or comparable experience is preferred   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.

**Collaboration**

* Promotes cooperation, collaboration and flexibility in working with others, contributes as a team member, manages conflict with teams.

**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.

**Achieving ambitious goals**

* Demonstrate achievement, drive, ambition, optimism, and delivery-focus; to make things happen and achieve ambitious outcomes.

**Critical Thinking**

* Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

**Curious**

* Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.