

Principal 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.

The Principal 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 Principal Adviser is a subject domain leadership position in the Ministry. The Principal Adviser has responsibility for providing thought leadership and supporting the overall capability of the team, as well as the delivery of their key objectives.

- **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 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

This role is responsible for:

- Partnering with the Policy Manager to drive the strategic policy agenda and contributing to the development and implementation of the strategy for the team
- Developing, testing, and implementing new ideas and policy frameworks that support the provision of forward focused expert advice.
- Providing policy advice and leading, shaping, and managing key policy projects and projects teams in risky, complex, ambiguous or sensitive policy areas
- Supporting the team to ensure delivery of high quality data advice and results to maximise the contribution that the team makes to Ministry outcomes and government goals
- Providing thought leadership to inform, drive and challenge Ministry thinking and support policy recommendations
- Effectively influencing on domain topics through engagement and communication with senior stakeholders
- Enhancing the overall capability of the team through coaching and mentoring team members during their day to day work, and against their longer term development plans
- Establishing and developing productive relationships with other transport sector agencies and the wider government sector
- Taking a leadership role in cross-Ministry and cross-government policy projects and appropriately representing Group or Ministry views
- Driving international best practice and creating opportunities for robust debate for the transport agenda
- Identifying risks, looking for opportunities, and thinking about the next generation of policy issues in transport

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
	Policy teams
	All managers and staff
External	Transport and Associate Minister and their offices
	Transport Sector Entities
	Other government agencies, crown entities and other organisations

What you will bring specifically

Experience:

Essential:

- Extensive experience in policy development and analysis in the public sector and a deep understanding of government policy making
- Experience in project management
- Extensive experience in leading, coaching and mentoring staff
- Extensive experience in building high-quality stakeholder relationships
- Well connected/ networked in their specialist area, commanding respect for their knowledge and ability
- Proven written and verbal communication, with strong influencing skills
- Excellent organisational skills and the ability to meet deadlines
- Strong intellectual ability, nous and judgement

Desirable

- An understanding of local and international transport trends, approaches, policies, regulations, systems and practices relevant to the Ministry
- Has a deep understanding of the transport system

Knowledge and Skills:

- Expert knowledge of policy analysis frameworks, tools and techniques
- Thorough knowledge of government processes, structures and machinery
- Understanding of government and parliamentary processes and the ability to manage these effectively
- Effective communicator

Other requirements:

- A tertiary qualification in a relevant field is desirable or extensive experience
- The Principal Adviser position in Resilience & Security requires a national security clearance. Note that the vetting process to obtain a clearance can be invasive and that if a clearance is granted, the employee is required to maintain their clearance as a condition of their employment in this position.

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.