

## Job Description

<b>Job Title:</b>	Principal Adviser
<b>Team:</b>	Programme Assurance & Commercial
<b>Reporting to:</b>	Manager – Programme Assurance & Commercial
<b>Location:</b>	Wellington
<b>Hay Grade:</b>	18
<b>Date:</b>	November 2020

### Public Service Purpose / Te Aronga o te Ratonga Tūmatanui

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hāpori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the public service in our work.

### 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

### 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 people.
- **Enabling:** We are here to help create the transport ecosystem that will enable society and businesses to flourish, and grow.

## Principal Adviser

The Ministry of Transport is the Government's system lead on transport. Our purpose is to enable New Zealanders to flourish, reflecting transport's role in shaping our society, economy and environment. The System Performance & Governance Group is responsible for supporting, influencing and advising on the performance of the Ministry and the wider transport sector.

The Programme Assurance and Commercial Team is a newly created team. It forms one half of the Ministry's Governance & Commercial Unit (alongside the Governance team, which is responsible for monitoring the performance of transport Crown entities). It is one of five teams in the System Performance and Governance Group.

The role of the Principal Adviser is to provide intellectual and people leadership to enable the development and delivery of high quality programme assurance and commercial advice to Ministers and senior leaders. Specifically, the Principal Adviser will lead the provision of commercial advice on proposed Crown investments in the transport portfolio to ensure these are designed, procured and delivered in a way that maximise long-run value to the Crown in the context of the transport sector outcomes and Government's wider economic and social objectives. The Principal Adviser will also be responsible for the development and implementation of programme assurance methodologies across transport Crown investment programmes. Currently, these include the New Zealand Upgrade Programme (transport component), Joint Venture Airports and investments in the rail network.

Principal Advisers are expected to demonstrate sophisticated policy and/or operational leadership to deliver results. Principal Advisors operate across the Ministry and engage effectively with a range of internal and external stakeholders to ensure our advice is well informed, to influence others and shape the policy debates. They play a critical role in supporting the team Manager to drive high performance, promote a healthy culture, and to lift the collective capability and performance of the Ministry.

### What you will do to contribute - key responsibilities

This role is responsible for:

- leading complex procurement and contract management activities across major projects, programmes and/or initiatives
- leading the Ministry's programme monitoring and assurance activities across major projects and programmes and/or initiatives
- providing commercial advice to senior leaders, Ministers and stakeholders
- supporting the development of the Ministry's lifecycle approach to project/programme and portfolio management and ensuring the above functional responsibilities contribute to and enhance the Ministry's role in this area
- building and maintaining effective relationships with key internal and external stakeholders to inform advice, enhance the Ministry's transport sector leadership position, and inform stakeholders of relevant issues
- maintaining a strong knowledge base and expertise within their area of speciality and understanding and engaging within the area of speciality
- actively creating and taking opportunities to influence decision-making, shifting the debate on intractable issues
- managing day-to-day relationships with peers across the Ministry
- coaching, mentoring and motivating others within the Ministry to develop high-quality advice and to lift the Ministry's collective capability and performance.

The duties and responsibilities in this document are not exhaustive. The incumbent may be required to perform other work which is consistent with the nature of the role.

## 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	Chief Executive; Senior Leadership team
	Managers and 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 / Secondees from other agencies

## What you will bring specifically

Experience:

- Relevant tertiary qualification (e.g. commercial law, finance, economics)
- Experience operating at Principal Advisor level
- A clear understanding of the business partner role with proven experience operating in a similar role
- Extensive experience in coaching and mentoring staff
- Experience leading the design and implementation of accountability and control frameworks
- Experience of complex capital procurement and major projects
- Experience leading people and projects in a commercial environment, demonstrating your understanding and ability to manage incentives and risk allocation
- Experience and knowledge of governance and assurance structures and their roles in supporting major project and programme performance
- Experience providing advice on governance and performance at a senior level (i.e. to Ministers, Chief Executives and/or second tier managers and key stakeholders)

Knowledge & Skills:

- Excellent interpersonal skills; able to build rapport and trust of managers, staff and stakeholders
- Knowledge of New Zealand context relating to government accountability
- Knowledge of risk management, commercial structures and incentives and / or governance and assurance models
- Knowledge of value-for-money frameworks, major project assurance and delivery frameworks
- Ability to be adaptable and flexible in response to change
- Proven budget and contract management experience
- Proven excellent written and verbal communication, with strong influencing and reporting skills.

## Direct Reports

- Nil (though Coaching and Mentoring of other staff in the team is a requirement of the role)

## Delegations

Financial Delegations	Nil
HR Delegations	Nil

## 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.

### **Resilient**

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

### **Achieving ambitious goals**

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

### **Collaboration**

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

### **Ethics and values**

Adheres to an appropriate (for the setting) and effective core set of beliefs during both good and bad times; acts in line with those values; practices what s/he preaches

### **Integrity and trust**

Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate manner; keeps confidence; admits mistakes; doesn't misrepresent him/herself