

Job Description

Job Title:	Principal Adviser
Reporting to:	Policy Manager
Location:	Wellington
Salary band:	18
Date:	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 kōunga, 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 – 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 Senior Policy Adviser role is part of our System Strategy & Investment Group or the System & Regulatory Design Group.

The System 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 System & Regulatory Design 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.

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

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	Senior Leadership Team
	Policy Teams
	All managers and staff
External	Minister and Associate Minister and their offices
	Transport sector entities
	Other government agencies, crown entities and other organisations

Direct Reports

- Nil

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

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

Managing and measuring work

Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work

Organising

Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently

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Senior Adviser – All policy groups

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The Senior Policy Adviser contributes to the achievement of the Ministry's objectives by providing high quality, well-researched policy advice and solutions to complex transport issues, which, by understanding the intent of legislation and mentoring staff, the position contributes to and promotes, the Ministry's strategic policy framework and associated policy outcomes for the transport sector.

What you will do to contribute - key responsibilities

The Senior Adviser has responsibility for providing policy leadership in their advice, undertaking complex analysis and the development of innovative, practical policy options.

- Scoping and planning policy projects in ambiguous and complex areas
- Applying advanced frameworks and methods of analysis to identify policy problems, analyse the issues, and identify and assess the policy options
- Critically synthesising information from a wide variety of domains and using in-depth knowledge of the policy area to draw sound conclusions based on the judicious use of the available evidence.
- Leading engagement with some delivery agencies, stakeholders and government agencies to ensure the advice provided is practical and effective
- Providing policy advice that meet the needs of the Minister communicating complex issues, using concepts clearly and succinctly
- Using appropriate project planning and management techniques, manage risks and coordinate work with others
- Contributing to multiple pieces of work concurrently and actively and independently planning and managing work load
- Providing guidance and on-the-job training and coaching to more junior team member

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Direct Reports

- Nil

What you will bring specifically

Experience:

Essential:

- Experience in policy development and analysis in the public sector and a sound understanding of Government policy-making procedures
- Excellent organisational skills
- Excellent written and verbal communication skills
- Able to work autonomously and meet deadlines

Desirable:

- Knowledge of the transport sector
- A working knowledge of the legislative process and the Parliamentary System

Knowledge and Skills:

- Knowledge of public sector policy and processes would be an advantage
- Experience in interpreting legislation
- Effective communicator

Other requirements:

- A tertiary qualification in a relevant field

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Resilient

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