

Job Description

Job Title:	Senior Adviser
Team:	Transport COVID-19 Response Programme
Reporting to:	Programme Director COVID-19 Response
Location:	Wellington
Salary band:	17
Date:	May 2021

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.

Senior Adviser – COVID-19 Response

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.

There is a significant programme of work around the transport resurgence and response to COVID 19 and management of border issues. This work is constantly evolving, and out of it has come an on-going work programme that is multi-faceted, multi-agency, and will go on for the next few months at least.

The work involved is a mix of strategic shaping, complex policy, planning, or urgent innovative or operational responses, and requires significant inter-agency and stakeholder engagement.

The Ministry of Transport has put in place a COVID response work programme, with clear leads for work-streams. Weekly coordination meetings involve key staff and managers to ensure coordination of the work programme, and risk management.

The programme has a small support team, and a Director to provide strategic direction and work programme oversight.

The programme is part of the System and Regulatory Design Group. The System and Regulatory Design Group maintains an overview of transport strategy for New Zealand, and is the centre of excellence for quality, timely and effective regulatory policy, and evidence based analysis for the Ministry and the transport sector. The Group also leads the strategic direction and design of not only regulatory, but other levers, to further some key transport outcomes.

In all our work we manage issues and priorities in the now, while keeping line of sight to the medium and longer term.

The Senior Adviser COVID-19 Response Programme will report to the Director COVID-19 Response Programme (the Programme Director) who is responsible for an overview of the response work programme, and its strategic direction, synergies, risk management and stakeholder engagement.

The Senior Adviser COVID-19 Response will be responsible for providing support to work streams within the programme, issues management and assist in the early identification of, and response to, emerging issues, concerns or threats and will achieve outcomes primarily through influencing others.

This role will also assist the Programme Director to develop and maintain relationships with key players both within Government and the transport sector industry who are relevant to the border and COVID-19 response.

What you will do to contribute - key responsibilities

- Working with the Programme Director to set and drive the strategic COVID- 19 Response agenda and work programme for transport.
- Supporting the Programme Director to deliver advice and tasks within the work programme, working with senior managers, ministers and stakeholders and presenting frank advice even if that tests Ministers' views and preferences
- Supporting the delivery of the work programme for the transport COVID Response, which focuses not only on response, but also key strategic issues that are likely to be down the track so the Ministry can be well-positioned.
- Providing policy advice and leading, shaping, and managing key policy projects and project teams in risky, complex, ambiguous or sensitive policy areas

- Supporting the programme to ensure delivery of high quality data advice and results to maximise the contribution that the programme makes to Ministry outcomes and government goals for the COVID-19 response
- Supporting the Programme Director to maintain productive relationships with other transport sector agencies and the wider government sector
- Supporting the Programme Director to proactively identify Ministry, portfolio risks and system-level risks for the COVID-19 response, and to ensure they are managed effectively
- Supporting the Programme Director to take a leadership role in cross-Ministry and cross-government policy projects and appropriately representing Group or Ministry views for the COVID-19 Response
- Supporting the Programme Director to connect across domains, teams, and groups, and identifying where support is required and ensuring need is met.
- Working flexibly if circumstances change, and the work programme needs to be adjusted.

Your health, safety and wellbeing

At the Ministry 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

Direct Reports

- Nil

What you will bring specifically

Experience:

Essential:

- Experience in policy development and analysis in the public sector and a deep understanding of government policy making
- Experience in project management
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- 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
- Able to work well under pressure.

Desirable

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

Knowledge and Skills:

- 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 relevant extensive experience

Competencies

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.