

He kōrero mō te tūranga | Job Description

Tūranga Job Title:	Manager
Tīma Team:	Domain Strategy, Economics & Evaluation
Rōpu Group:	System Governance & Performance
Mā wai e tiaki Reporting to:	DCE, System Governance & Performance
Wāhi Mahi Location:	Wellington
Rahi o te Utu Salary band:	20
Wā whakarite Date:	June 2021

Te Aronga o te Ratonga Tūmatanui / Public Service Purpose

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.

Ō mātau uaratanga | How we do things – our values

KEI ROTO MĀTAU | INVESTED - We are committed and responsible

HE MĀIA | BOLD - We are courageous, shaping our place in the world

MAHI NGĀTAHI | COLLABORATIVE - We are connected and journey with others

He whakamana i a Aotearoa kia momoho | 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.

Manager – Domain Strategy, Economics & Evaluation

This role is part of the System Performance & Governance Group. This Group provides quality, timely and effective policy and evidence based analysis for the Ministry and the transport sector. The group is also responsible for the Ministry's Governance of the Crown Entities and overall stakeholder engagement and communications strategy. It also leads advice on some key commercial policy projects.

Functional teams include Analytics & Modelling, Domain Strategy, Economics and Evaluation, Finance and Governance & Commercial

The Domain Strategy, Economics & Evaluation Team are responsible for leading and undertaking economic analysis, appraisal and assessment, establishing an evaluation programme on Ministry policies and projects to understand impacts/effects and lessons learnt, and providing sector direction on the establishment and use of the transport evidence base including the collection, use and sharing of data, research and analytics across the transport sector.

The team also assumes responsibility for all matters relating to 'big data', transport system appraisal and evaluation methods and will support internal policy teams at various stages of the policy development cycles.

The role of Manager - Domain Strategy, Economics & Evaluation is a leadership and management role. They lead the team to ensure there is a sector wide approach to the collection and use of data, research and statistics for the Ministry and the transport sector.

Hei aha kei tō raurau | What you will do to contribute - key responsibilities

The Manager - Domain Strategy, Economics & Evaluation has the responsibility for leading a team to provide robust evidence based analysis on behalf of the Ministry and the transport sector.

This role is responsible for:

- Leading the development of a strategic approach to the building of transport evidence, appraisal, economic, evaluation and research capability and capacity across the transport sector and more broadly
- Providing the operational leadership required to successfully define, implement, refine and deliver the organisation's transport evidence base strategy
- Leading and manage the team to ensure delivery of high quality advice, provision and use of appropriate tools and methods to maximise the contribution that the team makes to Ministry outcomes and government goals
- Ensuring that intelligence generated by the team strengthens the effectiveness and efficiency of advice from the Ministry to the wider transport sector through making the information available in a public forum
- Modelling exemplary leadership across the Ministry aligned to vision, values and purpose
- Providing the thought leadership and analysis capability to inform, drive and challenge Ministry thinking and support policy recommendations
- Effectively influencing, and contributing to an authorising environment, through building and maintaining enduring relationships with senior stakeholders (including articulating and communicating the purpose of the team)

- Building and enhancing the overall capability of the team and Ministry to ensure delivery of quality evidence, appraisal, economic, evaluation and research advice
- Ensuring effective leadership of direct reports including performance conversations, mentoring ongoing development and regular feedback loops
- Maintaining a high-performing team through good recruitment and performance management, and by developing and maintaining a culture of learning and development, safety and wellbeing within the team
- Preparing the annual budget for the team within agreed corporate guidelines to ensure expenditure remains within budget, action is taken to avoid overspend and the budget is in line with Ministry policies and procedures

Tō oranga i te wāhi mahi nei | Your health, safety and wellbeing

As a leader, promotes health, safety and wellbeing with the team. Ensures staff are informed of and trained in safe practices and procedures in their specific areas of work.

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

Kia mahi koe ki a wai | 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 organisation

Ngā kaimahi māu e tiaki | Direct Reports

- 9

Mana tuku iho | Delegations

- Level 3 Financial Delegations
- Level 3 HR Delegations

Ōu pūkenga | What you will bring specifically

Experience:

Essential:

- Experience of developing and implementing a sector wide function, ideally in building evidence, economics, evaluation and research capability and capacity

- Proven management experience leading in a evidence, appraisal, economic and research functions
- Experience implementing best practice research techniques across to ensure operational excellence of all processes, records and document management
- Ability to conceptualise and think creatively, analyse options, priorities and arguments, articulate clear concepts and influence thinking at strategic and operational levels
- Experience in leading and developing and mentoring a diverse team of professional staff
- Experience in stakeholder relations and building effective working partnerships with other organisations, and the ability to manage a variety of internal and external relationships at various levels
- Experience of working in government, a sound understanding of the role of the public service and of working with Ministers and other government departments and agencies is required
- Extensive experience in influencing, negotiation, relationship development and organisational skills, and the ability to meet deadlines at all times
- Extensive policy experience, with the ability to advocate, influence and articulate policy to the Minister and to sector stakeholders

Desirable:

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

Technical Capabilities

- Experience in best practice data analysis and research techniques
- Experience in and a sound understanding of public policy; its development, advocacy and implementation
- Effective communicator
- Budget Management

Other requirements:

- A relevant tertiary qualification or extensive equivalent experience

Ka tāea te aha | 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.