

He kōrero mō te tūranga | Job Description

Tūranga Job Title:	Manager
Tīma Team:	COVID-19 Readiness & Response
Rōpu Group:	Systems & Regulatory Design
Mā wai e tiaki Reporting to:	Director COVID-19
Wāhi Mahi Location:	Wellington
Rahi o te Utu Salary band:	20
Wā whakarite Date:	November 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 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 hapori, 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 – COVID-19 Readiness & Response

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 COVID-19 Directorate is part of the System & Regulatory Design Group which is the centre of excellence for quality, timely and effective regulatory policy, and evidence-based analysis for the Ministry and the transport sector. Other functional teams include Resilience & Security, Mobility & Safety, Economic Regulation, Regulatory Policy and Environment, Emissions & Adaptation. The Group is also responsible for the provision of secretariat support to the New Zealand Search & Rescue Council (NZSAR).

The COVID-19 Readiness & Response team is responsible for assessing and providing advice on transport resurgence and response to COVID-19 including the management of border issues, both in an event, and longer-term trends. The team works closely with the COVID-19 Policy & Delivery team and others across the Ministry.

The role of Manager – COVID-19 Readiness & Response is a leadership and management role within the COVID-19 Directorate. They lead the team to ensure the Ministry is well-placed to assist in the early identification of, and response to, issues and emerging risks.

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

This role is responsible for:

- Leading the transport sector contribution to COVID-19 emergency scenarios/testing
- Coordination of COVID-19 response management at a sector level
- Acting as convener of the COVID-19 Readiness & Response team
- The role may be the response Controller but it will not be an expectation that they will have this role by default but would assign roles per response activity.
- Driving delivery of COVID-19 response activity to maximise the contribution the team makes to Ministry outcomes and government goals
- Providing high quality advice to the Minister, Chief Executive, and Senior Leadership Team
- Applying advanced judgement in shaping direction and approach to advice and tasks, prioritising and integrating across projects
- Leading, inspiring, developing and motivating the Team
- Providing advice on the capacity and competency needed to maintain an effective transport COVID-19 response
- Modelling exemplary leadership across the Ministry aligned to the Ministry's vision, values and purpose
- Leading the team's response domain, providing advice, applying judgement including identifying risks and opportunities
- Working closely with the Resilience and Security team to support the Ministry's ongoing emergency management capacity and capability. To build on but not duplicate the Ministry's core Transport Response function and deconflict any issues with concurrent events.
- Effectively influencing, and contributing to an authorising environment, through building and maintaining enduring relationships with senior stakeholders

- Building and enhancing the overall capability of the team to ensure quality advice and ability to respond in COVID-19 related events
- 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
- 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 procedure

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.

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 their office
	Transport Sector Entities
	Other government agencies, crown entities and other organisations

Ngā kaimahi māu e tiaki | Direct Reports

- 2 - plus response teams as necessary

Mana tuku iho | Delegations

- Level 3 Financial Delegations

- Level 3 HR Delegations

Ōu pūkenga | What you will bring specifically

Experience

Essential:

- Ability to conceptualise and think creatively, analyse options, priorities and arguments, articulate clear concepts and influence thinking at strategic and operational levels
- Experience in the coordination of response eg. emergency management, at a sector level
- Practical application of CIMS model
- 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 in leading and co-ordinating strategic thinking and influencing thinking
- 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
- Extensive experience in influencing, negotiation, relationship development and organisational skills

Desirable:

- An understanding of local, national and international transport trends, approaches, policies, regulations, systems and practices relevant to the Ministry
- Experience in and an understanding of public policy; its development, advocacy and implementation
- CIMS Unit Standards: US 32158 and US 29553

Technical Capabilities:

- 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.