

Te Whakahuatanga | Job Description

Job title	Pou Turuki Deputy Chief Executive
Group	System Performance & Governance
Reporting to	Chief Executive
Location	Wellington
Salary band	Band 23
Date	September 2022

Te Aronga o te Ratonga Tūmatanui | Public Service Purpose

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa I āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake tā mātou hei tautoko I te Karauna I runga I āna hononga ki a ngāi Māori I raro I te Tiriti o Waitangi. Ka tautoko mātou I te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui I roto I ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>).

Ngā uaratanga matua | Our values

BOLD HE MĀIA

We are courageous, shaping our place in the world

INVESTED KEI ROTO MĀTUA

We are committed and responsible

COLLABORATIVE HE MAHI NGĀ TAHI

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

Pou Turuki | Deputy Chief Executive

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 Deputy Chief Executive System Performance & Governance Group is part of the Senior Leadership Team. The System Performance & Governance Group provides quality, timely and effective governance, monitoring and performance advice and support to the Ministry. Functional teams include Governance; Auckland Light Rail programme; Emissions Programme Office; CFO and Finance; Programme Assurance and Commercial; Data and Analytics; and Research, Economics and Evaluation.

The role of DCE System Performance & Governance is to drive and support the Ministry's strategic objectives, provide leadership across the governance and monitoring functions, and to ensure strong relationships are built and maintained with key strategic stakeholders. As a member of the Senior Leadership Team, they are collectively responsible for all decisions made by the Ministry of Transport and together held to account for the performance of the organisation. They may also sponsor programmes of work that span the Ministry or the sector. This will change over time but currently includes Auckland Light Rail. This role also supports the Chief Executive's relationship with the Minister and Associate Minister.

What you will do to contribute – key responsibilities

This role is responsible for:

- Working closely with the Chief Financial Officer to ensure alignment between the Strategic Plan and Statement of Intent and other public accountability documents
- Liaise with other DCE's to ensure the quality of work submitted to the Ministers' offices are of a high standard
- Managing, monitoring and advising on relationships with key government stakeholders, across agency, central agencies and the Minister/s
- Owning and leading the process for Board Appointments
Establishing programme and project management best practices for the Ministry, including the monitoring and reporting of performance
- Modelling exemplary leadership across the Ministry aligned to the Ministry's vision, values and purpose

- Establishing and maintaining productive relationships within the Ministry with the other DCE's, managers and staff
- Establishing and developing collaborative relationships with the wider government sector to ensure the Ministry understands the context in which it operates and that other agencies recognise the Ministry as the leader of the transport sector
- Taking a leadership role in promoting the Ministry of Transport to ensure the needs and views of the Ministry are fairly represented in all forums and that opportunities are maximised to enhance the reputation of the Ministry
- Briefing Ministers and attend Cabinet Committees and Select Committees, as required
- Ensuring effective leadership of direct reports including performance conversations, mentoring ongoing development and regular feedback loops

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.

Who you will work with to get the job done

Internal	Senior Leadership Team
	Directors
	Managers and staff across the Ministry
External	Minister and Associate Minister
	Transport Sector Entities
	Control agencies, eg, SSC and Audit New Zealand
	Other government agencies, crown entities and other organisations

Direct reports

- Eight

Delegations

- Tier 2 Financial and HR delegations

What you will bring specifically

Essential:

- Extensive experience leading organisational/agency wide strategy development, strategic stakeholder management and government support functions
- Highly developed leadership skills with proven experience in leading and managing high performing teams; from a broad range of functional areas
- Significant 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
- Experience in leading, developing and mentoring a team of high performing professional staff
- Experience managing stakeholder relations and building effective working partnerships with other organisations

Desirable:

- Experience in, or knowledge of, the transport sector

Technical:

- Significant knowledge of, and exposure to, public sector and central agency frameworks and processes.
- Effective communicator.
- Budget Management.
- This position requires the ability to obtain a high level national security clearance. Note that the vetting process to obtain a clearance can be invasive and that if a clearance is granted, the staff member is required to maintain their clearance as a condition of their employment in this role.

Other requirements:

- A relevant tertiary qualification in business or law is desirable or extensive equivalent experience

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.

Leadership Success Profile – 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.