

He kōrero mō te tūranga | Job Description

Job title:	Senior Adviser		
Group:	System Performance & Governance		
Reporting to:	Manager, Governance		
Location:	Wellington		
Salary band:	17	Date	November 2022

Public Service Purpose/ Te Aronga o te Ratonga Tūmatanui

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 whaitake 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/aboutus>).

Our values / Ngā uaratanga matua

BOLD HE MĀIA We are courageous, shaping our place in the world	INVESTED KEI ROTO MĀTAU We are committed and responsible	COLLABORATIVE MAHI NGĀTAHI 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 - Kaitohutohu Matua, Whakapā ā-Irirangi

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 Senior Adviser role is part of the Governance team, which operates within the System Performance & Governance Group.

The System Performance and Governance Group is responsible for leading the appraisal, assessment, monitoring and evaluation of the health and performance of the transport system, and the key government agencies within in. Insights from the Group help inform system strategy and regulatory design.

The Governance team forms one half of the Governance & Commercial Unit, and is one of five teams within the Group. This team is responsible for the Ministry's agency governance and assurance functions including advising Ministers on the governance and performance of the transport Crown Entities (Waka Kotahi NZ Transport Agency, Maritime NZ, the Civil Aviation Authority and the Transport Accident Investigation Commission). The team also has lead responsibility for agency fee and funding reviews.

In addition to our governance and monitoring role with transport Crown entities, we also provide commercial expertise to the Ministry – this includes leading funding reviews and monitoring City Rail Link, the Crown's MetService purchase contract and the five Crown Joint Venture airports.

What you will do to contribute - key responsibilities

The role of the Senior Adviser - Governance partners with the Ministry Senior Leadership Team (SLT) and managers to provide advice on strategic and operational governance and commercial matters, to effectively support and enable a high performing sector.

This role is responsible for:

- Taking a leadership role in the delivery of the Ministry Crown entity governance responsibilities, as set out in the Crown Entities Act 2004
- Supporting the development of Crown monitoring programmes to assess the governance, capability and performance of the transport Crown entities
- Providing sophisticated and innovative advice to Ministers on Crown entity accountability documents (such as Annual reports, Statements of Intent and Performance Expectations and Letters of Expectations)
- Managing day-to-day relationships with peers in the transport Crown entities
- Providing analysis on economic and financial assumptions proposed by Crown entities and financial and commercial advice to support policy or strategic papers provided to the Minister, within the Ministry or to transport entities
- Leading and providing advice to Ministers on funding proposals and initiatives for the transport Crown entities
- Contributing to team and Ministry planning processes, and the development of strategies and work programmes to enhance overall effectiveness

- Responding promptly to Ministerial requests, Parliamentary questions and requests for information under the Official Information Act
- Ensuring information and knowledge-sharing practice is aligned with Ministry strategies, plans and policies
- Building and maintaining strong effective working relationships with all levels of management and staff across the Ministry
- Developing and maintaining strong stakeholder relationships with external bodies and parties
- Representing the Ministry at government agency meetings and other agreed forums
- Working collaboratively with transport sector and other agencies to facilitate effective resource and information sharing

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	Chief Executive
	Senior Leadership Team
	Managers & staff
	Policy teams
External	Crown entities, including board chairs and boards, in the transport sector
	Minister of Transport, and their office
	Minister's Office
	Sector stakeholders
	External providers/Consultants

Direct Reports

- Nil

Financial Delegations

- N/A

What you will bring specifically

Experience:

Essential:

- Strong experience in, or understanding of, strategy and performance, governance, financial and/or public policy disciplines
- Experience working with a wide range of senior leaders and decision makers to deliver outcomes
- Ability to develop and apply frameworks to inform strategic insights and analysis for Ministers, decision makers and stakeholders
- Strong experience in providing high quality written and verbal analysis for Ministers and senior decision makers

- Demonstrated ability to engage with and influence senior leaders across a range of disciplines

Desirable:

- Experience in Crown entity monitoring and oversight
- Experience in the public sector
- Experience in, or an understanding of, assessing agency governance and performance
- Demonstrated experience in the design, implementation and management of organisational performance accountability, strategies, and systems

Knowledge and skills:

- Ability to competently evaluate financial data and present key information
- Ability to articulate concepts and analyse the benefits and costs of proposed options
- Ability to identify risks as well as options to mitigate risks
- Understanding of the commercial and public sector environments
- Knowledge of the New Zealand government context relating to performance accountability and awareness of government control and accountability agencies
- Proven written and verbal communication, with strong influencing and reporting skills

Other requirements:

- A tertiary qualification preferably in public policy, accounting, finance or economics, or comparable experience, would be desirable.

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

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.