

He kōrero mō te tūranga | Job Description

Tūranga Job Title:	Policy Adviser
Rōpu Group:	System Strategy & Investment; System & Regulatory Data
Mā wai e tiaki Reporting to:	Policy Manager
Wāhi Mahi Location:	Wellington
Rahi o te Utu Salary band:	15 or 16
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.

Policy Adviser

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 Policy Adviser role is part of our Strategy & Investment Group or the Regulatory & Data Group.

The Strategy & Investment Group maintains an overview of transport strategy for New Zealand. They provide high level strategic design and quality, timely and effective policy advice and support for the Ministry and the transport sector.

The Regulatory & Data Group is the centre of excellence for quality, timely and effective regulatory policy, and evidence based analysis for the Ministry and the transport sector.

The role of the Policy Adviser is to provide and contribute to high quality, well-researched and reasoned policy advice on transport issues, support the team in the development of the Ministry's strategies and provide high-quality written responses to, and advice about, official correspondence.

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

This role is responsible for:

Policy Participation

- Develop and maintain a good understanding of the principles and practices relating to transport policy
- Prepare policy advice on transport issues including Cabinet papers and briefs for the relevant Ministers, and comment on papers prepared by other agencies
- Conduct research relevant to transport
- Prepare or contribute to ministerial speeches, media statements and responses to parliamentary questions, and draft replies to ministerial and department correspondence
- Identify and analyse issues and trends, opportunities and problems relating to transport
- Develop policy advice, as far as possible, from conceptual stage through to Cabinet decision and legislation and implementation
- Support the passage of new legislation and its introduction in association with the Legal team

Project Participation

- Contribute to team and Ministry planning processes, and to the development of strategies and work programmes to enhance the overall effectiveness of the team and hence the professional standing of the Ministry of Transport

Representing the Ministry

- Attend Cabinet Committees and Select Committees as required
- Represent the Ministry of Transport in a wide range of situations, including government agencies, transport sector and community groups

General functions

- Meet the objectives and performance measures agreed to with the Manager

- Ensure records are created and maintained in accordance with the Public Records Act 2005 (specific recordkeeping responsibilities are located in the Ministry’s Information Management Policy under “Information ownership, roles and responsibilities”)

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

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	Policy teams and managers
	Finance, Legal, Engagement & Communications, Business Support teams
	All managers and staff
External	Minister and Associate Minister and their offices
	Transport sector entities
	Government agencies and other organisations
	External providers/Consultants

Ngā kaimahi māu e tiaki | Direct Reports

- Nil

Ōu pūkenga | What you will bring specifically

Experience:

Essential:

- Experience in policy development
- Experience in the provision of briefing papers
- Experience in project management
- Experience in writing ministerial correspondence and briefings

Knowledge & Skills:

- Knowledge of public sector processes would be an advantage
- Experience in interpreting legislation would be an advantage
- Strong numerical ability
- Excellent writing skills

Other requirements:

- A tertiary qualification in a relevant field

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.