

He kōrero mō te tūranga | Job Description

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| Tūranga Job Title: | Senior 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: | 17 |
| 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.

Senior Adviser

The Ministry of Transport provides strategic and practical advice to Ministers, monitors and supports the Transport Sector Crown Entities and works in partnership with the Transport Sector Crown Entities to ensure the transport system optimises its contribution to New Zealand citizens.

The Senior Policy Adviser role is part of our System Strategy & Investment Group or the System & Regulatory Design Group.

The System 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 System & Regulatory Design 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 Senior Policy Adviser contributes to the achievement of the Ministry's objectives by providing high quality, well- researched policy advice and solutions to complex transport issues, which, by understanding the intent of legislation and mentoring staff, the position contributes to and promotes, the Ministry's strategic policy framework and associated policy outcomes for the transport sector.

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

This role is responsible for:

- Scoping and planning policy projects in ambiguous and complex areas
- Applying advanced frameworks and methods of analysis to identify policy problems, analyse the issues, and identify and assess the policy options
- Critically synthesising information from a wide variety of domains and using in-depth knowledge of the policy area to draw sound conclusions based on the judicious use of the available evidence.
- Leading engagement with some delivery agencies, stakeholders and government agencies to ensure the advice provided is practical and effective
- Providing policy advice that meet the needs of the Minister communicating complex issues, using concepts clearly and succinctly
- Using appropriate project planning and management techniques, manage risks and coordinate work with others
- Contributing to multiple pieces of work concurrently and actively and independently planning and managing work load
- Providing guidance and on-the-job training and coaching to more junior team member

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 | Senior Leadership Team |
| | Policy teams and managers |
| | All managers and staff |
| External | Minister and Associate Minister and their offices |
| | Transport sector entities |
| | Government agencies and other organisations |

Ngā kaimahi māu e tiaki | Direct Reports

- Nil

Ōu pūkenga | What you will bring specifically

Experience:

Essential:

- Experience in policy development and analysis in the public sector and a sound understanding of Government policy-making procedures
- Excellent organisational skills
- Excellent written and verbal communication skills
- Able to work autonomously and meet deadlines

Desirable:

- Knowledge of the transport sector
- A working knowledge of the legislative process and the Parliamentary System

Knowledge and Skills:

- Knowledge of public sector policy and processes would be an advantage
- Experience in interpreting legislation
- Effective communicator

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.