

He kōrero mō te tūranga | Job Description

Job Title:	Principal Adviser
Group:	System Strategy & Investment; System & Regulatory Data System Performance & Governance
Reporting to:	Policy Manager
Location:	Wellington
Salary band:	18
Date:	June 2021

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 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 hāpori, ā, e arahina ana mātou e ngā mātaipono 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>).

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

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.

Principal 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, System & Regulatory Design Group or System Performance & Governance.

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 System Governance & Performance Group is responsible for influencing and supporting the performance of the Ministry, and the wider government transport sector. It also leads and advises the Ministry in relation to stakeholder engagement and communications – critical to our being collaborative and influential.

The Principal Adviser is a subject domain leadership position in the Ministry. The Principal Adviser has responsibility for providing thought leadership and supporting the overall capability of the team, as well as the delivery of their key objectives.

What you will do to contribute - key responsibilities

This role is responsible for:

- Partnering with the Policy Manager to drive the strategic policy agenda and contributing to the development and implementation of the strategy for the team
- Developing, testing, and implementing new ideas and policy frameworks that support the provision of forward focused expert advice.
- Providing policy advice and leading, shaping, and managing key policy projects and projects teams in risky, complex, ambiguous or sensitive policy areas
- Supporting the team to ensure delivery of high-quality data advice and results to maximise the contribution that the team makes to Ministry outcomes and government goals
- Providing thought leadership to inform, drive and challenge Ministry thinking and support policy recommendations
- Effectively influencing on domain topics through engagement and communication with senior stakeholders
- Enhancing the overall capability of the team through coaching and mentoring team members during their day to day work, and against their longer-term development plans
- Establishing and developing productive relationships with other transport sector agencies and the wider government sector
- Taking a leadership role in cross-Ministry and cross-government policy projects and appropriately representing Group or Ministry views
- Driving international best practice and creating opportunities for robust debate for the transport agenda
- Identifying risks, looking for opportunities, and thinking about the next generation of policy issues in transport

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

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

Direct Reports

- Nil

What you will bring specifically

Experience:

Essential:

- Extensive experience in policy development and analysis in the public sector and a deep understanding of government policy making
- A tertiary qualification in a relevant field is desirable or extensive experience
- Experience in project management
- Extensive experience in leading, coaching and mentoring staff
- Extensive experience in building high-quality stakeholder relationships
- Well connected/ networked in their specialist area, commanding respect for their knowledge and ability
- Proven written and verbal communication, with strong influencing skills
- Excellent organisational skills and the ability to meet deadlines
- Strong intellectual ability, nous and judgement
- Expert knowledge of policy analysis frameworks, tools and techniques
- Thorough knowledge of government processes, structures and machinery

- Understanding of government and parliamentary processes and the ability to manage these effectively
- Effective communicator

Desirable

- An understanding of local and international transport trends, approaches, policies, regulations, systems and practices relevant to the Ministry
- Has a deep understanding of the transport system

Other requirements:

- A Principal Adviser position in Resilience & Security requires a national security clearance. Note that the vetting process to obtain a clearance can be invasive and that if a clearance is granted, the employee is required to maintain their clearance as a condition of their employment in this position.