

He kōrero mō te tūranga | Job Description

Job Title:	Adviser
Team:	Research, Economics & Evaluation
Group:	System Performance & Governance
Reporting to:	Chief economist & Manager, Research, Economics & Evaluation
Location:	Wellington
Salary band:	15
Date:	December 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 āianeī, 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>).

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.

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

Adviser, Research, Economics & Evaluation

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.

This role is part of the System Performance & Governance Group. This Group provides quality, timely and effective policy and evidence-based analysis for the Ministry and the transport sector. The group is also responsible for the Ministry's Governance of the Crown Entities and overall stakeholder engagement and communications strategy. It also leads advice on some key commercial policy projects.

Functional teams include Analytics & Modelling; Research, Economics & Evaluation; Finance; Governance & Programme Assurance & Commercial.

The Research, Economics & Evaluation Team are responsible for:

- leading and undertaking economic analysis, appraisal and assessment
- establishing an evaluation programme on Ministry policies and projects to understand impacts, effects, and lessons learnt
- providing sector direction on the establishment and use of the transport evidence base – including the collection, use, and sharing of data, research and analytics across the transport sector.

The team also assumes responsibility for all matters relating to transport system appraisal and evaluation and supports internal policy teams at various stages of the policy development cycles.

The **Adviser** will be based within the Research, Economics and Evaluation team. The role will involve working closely within a team of other adviser, economists and analysts, with policy teams, the Chief Economist and with external agencies including government agencies, international forums etc. It will involve provision of research, economic and evaluation advice and analysis, to support and contribute to the development of sound transport policy.

What you will do to contribute - key responsibilities

The role of the **Adviser** is to contribute to high quality research, economic, evaluation and policy advice on transport issues, and to support the wider team in delivering the team's work programme. This position has responsibility for advancing the portfolio of the team to deliver on their key objectives.

This role is responsible for:

- Assisting quality assurance of economics research and analysis undertaken
- Reviewing research proposals and reports to ensure quality and continuity of research and development in the field of transport economics, modelling and related fields
- Contributing to larger, more complex economic and evaluation projects where others have accountability for the delivery of outputs
- Supporting development and carrying out cost benefit analyses and other economic analyses to support policy development
- Supporting the wider team to deliver high quality economics research and analysis to maximise the contribution that the team makes to Ministry outcomes and government goals
- Effectively influence on topics of their expertise through engagement and communication with stakeholders and peers

The duties and responsibilities in this document are not exhaustive. The Adviser may be required to perform other work (such as to support the other functions of the wider team) which is consistent with the nature of the role.

Kia mahi koe ki a wai | Who you will work with to get the job done

Internal	Analytics and modelling team
	Policy teams
	Managers and Staff across the Ministry
External	Service providers and contractors
	Transport Sector Entities
	Other government agencies, crown entities and other organisations

Ōu pūkenga | What you will bring specifically

Experience:

Essential:

- Experience in applying research, economic analysis and evaluation and theory to real world problems and the development of policy/ strategy related solutions
- Experience in communicating technical analysis to non-technical teams and audiences
- An understanding of the transport sector and/ or inter-related areas (e.g. energy or the environment)
- Proven written and verbal communication, with strong influencing skills
- Excellent organisational skills and the ability to meet deadlines
- Strong intellectual ability and judgement

Desirable:

- Experience in the transport sector
- Experience in government processes, structures and machinery

Knowledge:

Essential

- Knowledge of economic research and analysis frameworks, tools, models and techniques to inform policy development
- Effective communicator

Desirable:

- Knowledge of better business case process would be an advantage
- Knowledge of R or other statistical and econometric softwares would be an advantage
- Knowledge of non-market valuation methodologies would be an advantage

Other requirements:

- Experience in quantitative assessment, ability to work with quantitative models and review technical reports
- 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.

Enhancing organisational performance

- Drive innovation and continuous improvement; to sustainably strengthen long-term organisational performance and improve outcomes for customers.

Enhancing system performance

- Work collectively across boundaries; to deliver sustainable and long-term improvements to system and customer outcomes.

Managing work priorities

- Plan, prioritise, and organise work; to deliver on short and long-term objectives across the breadth of their role.

Achieving through others

- Effectively delegate and maintain oversight of work responsibilities; to leverage the capability of direct reports and staff to deliver outcomes for customers.

Engaging others

- Connect with people; to build trust and become a leader that people want to work with and for.

Achieving ambitious goals

- Demonstrate achievement, drive, ambition, optimism, and delivery-focus; to make things happen and achieve ambitious outcomes.

Honest and Courageous

- Deliver the hard messages, and makes unpopular 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.

Resilient

- Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.