

He kōrero mō te tūranga | Job Description

Tūranga Job Title:	Senior Adviser
Tīma Team:	Research, Economics & Evaluation
Rōpu Group:	System Performance & Governance
Mā wai e tiaki Reporting to:	Chief Economist and Manager, Research, Economics & Evaluation
Wāhi Mahi Location:	Wellington
Rahi o te Utu Salary band:	17
Wā whakarite Date:	May 2023

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– 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.

The **Senior Adviser** is part of Research, Economics & Evaluation team, within 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 within the System Performance & Governance group include Analytics & Modelling, Research, Economics & Evaluation, Finance, Governance and Programme Assurance & Commercial.

The Research, Economics & Evaluation Team (REE) 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 **Senior Adviser** role will be based in the Research, Economics & Evaluation team. To understand the performance of interventions, the team aims to provide a transparent and cohesive picture on whether the right outputs are delivered efficiently and economically to deliver the desired outcomes and impacts effectively. This role will support the principal adviser in the team to ensure monitoring and evaluation are embedded in policy lifecycle, evaluate outcomes achievement against value for money framework and utilise evaluation findings to support intervention development and delivery.

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

The **Senior Adviser** has the responsibility for supporting the overall capability of the team to delivery on their key objectives.

This role is responsible for:

- Facilitating the introduction of innovative and strategic monitoring and evaluation tools to enable data collection and analysis of the overall value for money from interventions.
- Automating, where possible, the update and maintenance of key transport monitoring databases (such as Transport Outcomes Framework and Government Policy Statement on Land Transport Investment dashboards) to support the monitoring and evaluation of interventions.
- Undertaking research and analysis of complex and sensitive issues to bring evidence and insights to better understand sector performance.
- Integrating lessons learned from reviews and evaluations into broader monitoring and evaluation tools.
- Assisting with the implementation of a strategic approach to monitoring and evaluation within the Ministry and across the wider transport sector.
- Providing support to the principal adviser in the development of strategies, policies and frameworks that enhance both the Ministry's and sectors use of monitoring and evaluation;

- Supporting project teams to ensure monitoring and evaluation requirements/ metrics/ frameworks and methodologies are incorporated to allow visibility and understanding of outputs and ourtcomes.
- Effectively influence on monitoring and evaluation topics through engagement and communication with senior stakeholders
- Establishing and developing productive relationships with other transport sector agencies and the wider government sector

Enhancing the overall capability of the team through guiding and mentoring advisers and graduates in the team in their day to day work

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
	Managers & staff
	Policy teams
External	Ministers and Associate Minister and their offices
	Transport Sector Entities
	Other government agencies, crown entities and other organisations

Ngā kaimahi māu e tiaki | Direct Reports

- Nil

Ōu pūkenga | What you will bring specifically

Experience:

Essential:

- Proficiency in using data software programmes e.g. R, SQL and Python
- Experience in project management
- Experience in leading, coaching and mentoring staff
- Well connected/ networked in their specialist area, commanding respect for their knowledge and ability
- Excellent organisational skills and the ability to work autonomously to meet deadlines
- Strong intellectual ability, nous and judgement

Desirable

- Experience in the use and development of performance metrics and evaluation frameworks, strategy and plans
- Experience in policy development and analysis in the public sector and a sound understanding of Government policy-making procedures are desirable

Knowledge & Skills:

- Strong background and experience in data science, data preparation, data management and research.
- Understanding of reporting & data visualisation tools such as Tableau and R-shinny
- A demonstrated ability to think conceptually, and to translate new and emerging ideas into evidence based insights and analysis.
- A good understanding of statistics and ability to assess the quality of data.
- Skilled at the creative presentation of data in an interesting and informative manner.
- Proven written and verbal communication, with strong influencing skills

Desirable

- Knowledge of government processes, structures and machinery
- An understanding of the transport system

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.

Engaging others

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

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.

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 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.