

Te Whakahuatanga | Job Description

Job title	Kaitohutohu Matua Senior Adviser		
Group	Investment and Monitoring		
Team	Programme Monitoring and Investment Management		
Reporting to	Kaiwhakahaere Manager		
Location	Wellington Office		
Direct reports	Nil	Security clearance	CONFIDENTIAL
HR delegation	N/A	Finance delegation	N/A
Salary band	Band 17	Date	December 2023

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/about-us>).

Enabling New Zealanders to flourish – Te Manatū Waka’s purpose

We are the Government’s system lead on transport. We provide advice about how the transport system needs to change to support the New Zealand economy and the transport needs of New Zealanders. Our purpose is to enable New Zealanders to flourish, reflecting transport’s role in shaping our society, economy and environment. You can find out more about Te Manatū Waka at (<https://www.transport.govt.nz/about-us/>)

Ngā uaratanga matua | Our values

**BOLD
HE MĀIA**

We are courageous, shaping our place in the world

**INVESTED
KEI ROTO MĀTUA**

We are committed and responsible

**COLLABORATIVE
HE MAHI NGĀ TAHI**

We are connected and journey with others

Investment and Monitoring

There is significant and growing investment across the transport system. Te Manatū Waka has a critical role in ensuring these investments realise benefits for New Zealanders and represent value for money. Te Manatū Waka has a range of roles to achieve this, ranging from advice on investment priorities through to monitoring of delivery and performance.

The Investment and Monitoring Group consolidates our investment lifecycle functions into one group to provide greater cohesion irrespective of which role we are performing.

Kaitohutohu Matua | Senior Adviser Position

The role of the Senior Adviser is to provide high quality advice to enable the development and delivery of high-quality programme monitoring and investment management advice to Ministers and senior leaders. Specifically, the Senior Adviser will lead the provision of commercial advice on proposed Crown investments in the transport portfolio to ensure these are designed, procured and delivered in a way that maximise long-run value to the Crown in the context of the transport sector outcomes and Government's wider economic and social objectives.

The Senior Adviser will also be responsible for the development and implementation of programme assurance methodologies across transport Crown investment programmes. Currently, these include the New Zealand Upgrade Programme (transport component), Joint Venture Airports and investments in the rail network.

The role of the Senior Adviser, programme monitoring and investment management partners with the Ministry Senior Leadership Team (SLT) and managers to provide advice on strategic and operational governance and commercial matters, to effectively support and enable a high performing sector.

Te mahi | What you will do

This role is responsible for:

- Taking a leadership role in the delivery of the Ministry Crown Entity governance responsibilities, as set out in the Crown Entities Act 2004
- Working with leaders to provide high quality governance and commercial advice specific for their groups.
- Providing advice on Crown Entity accountability documents (such as Statements of Intent and Performance Expectations)
- Providing analysis and commercial advice to support policy or strategic papers provided to the Minister, within the Ministry or to transport entities.
- Contributing to or managing larger projects
- Contributing to team and Ministry planning processes, and the development of strategies and work programmes to enhance overall effectiveness.
- Identifying problems and leading processes for resolving
- Responding promptly to Ministerial requests, Parliamentary questions and requests for information under the Official Information Act
- Ensuring information and knowledge-sharing practice is aligned with Ministry strategies, plans and policies.
- Building and maintaining strong effective working relationships with all levels of management and staff across the Ministry
- Coaching and guiding other staff with less experience.

- Developing and maintaining strong stakeholder relationships with external bodies and parties
- Participating in the preparation of the annual budget for the team within agreed corporate guidelines to ensure expenditure remains within budget, action is taken to avoid overspend and the budget is in line with Ministry policies and procedures.
- Representing the Ministry at government agency meetings and other agreed forums
- Working collaboratively with the transport sector and other agencies to facilitate effective resource and information sharing.
- Ensure records are created and maintained in accordance with the Public Records Act 2005 (specific recordkeeping responsibilities are in the Ministry’s Records and Information Management Policy under “Roles, responsibilities and accountability”

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.

Tou kapa | Who you will work with

Internal	External
Senior Leadership team	Crown Agencies in the transport sector
All managers and staff	Government Agencies and other organisations (Ministers offices, PSC, Treasury, Audit NZ)
Policy teams	Local Authorities
Chief Executive	Key stakeholders including airport authorities
	External providers/consultants

Te mea e mauria mai e koe| What you will bring

- Relevant tertiary qualification (e.g. commercial law, finance, economics)
- Experience in, or understanding of, economic and financial analysis.
- Experience working with wide range of leaders and senior staff.
- Demonstrated ability to build strong relationships, engage with, and influence senior leaders.
- Excellent communication skills, both written and oral including excellent listening skills
- Experience in the public sector
- Experience in, or an understanding of, assessing agency performance.
- Demonstrated experience in the design, implementation and management of organisational performance accountability, strategies, and systems.
- Experience working with government control and accountability agencies.
- Ability to competently evaluate financial data and present key information.
- Ability to articulate concepts and analyse the benefits and costs of proposed options.
- Ability to identify risks as well as options to mitigate risks.
- Ability to use critical thinking and analytical ability.
- Understanding of the commercial and public sector environments.
- Knowledge of New Zealand context relating to government accountability.
- Proven written and verbal communication, with strong influencing and reporting skills.
- Strong numeracy literacy and learning agility.

Hei Arataki | Te Manatū Waka’s Māori Strategy

Hei Arataki has been developed to improve transport outcomes for Māori. Hei Arataki acknowledges that New Zealanders are not flourishing if Māori are not flourishing and sets out our strategy direction to identify

issues and opportunities for Māori in transport policy design and delivery.

<https://www.transport.govt.nz/assets/Uploads/Paper/HeiAratakiMaoriStrategy-1.pdf>

Hei Arataki is underpinned by the following Ngā Mātāpono | Guiding Principles:



Te rereketanga me te whakauru | Diversity and inclusion

We want our workforce to increasingly reflect the communities we serve. Te Manatū Waka welcomes and supports people diverse backgrounds including people of all gender identities, ages, ethnicities, sexual orientations, disabilities and religions. A requirement of this role is to actively support and promote our diversity and inclusion principles.

Te hauora, haumaru me to orange | 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.

Pūkete Arataki Whaihua | Leadership Success Profile – 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.



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Salary band	Band 14, 15, 16 (dependent on experience/capability)	Date	December 2023

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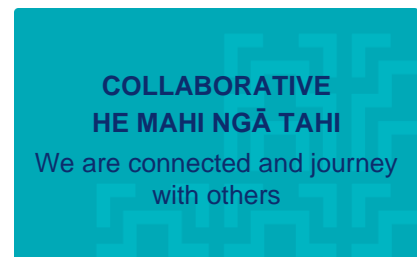
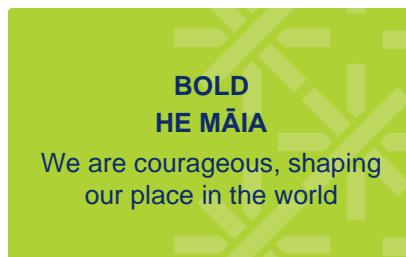
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Kaitohutohu | Adviser Position

The role of the Adviser, Programme Monitoring and Investment Management is to support the delivery of the Ministry's governance and accountability responsibilities. This will include analysis of the performance of the transport sector Crown agencies and companies and other Crown governance structures. The Adviser, Programme Monitoring and Investment Management partners with Ministry leaders and staff to manage governance and accountability requirements advice and assessment in the sector to support the successful delivery of Ministry strategy.

Te mahi | What you will do

This role is responsible for:

- Contributing to and providing advice on the delivery of Ministry wide responsibilities for governance and accountability within the sector, reporting on progress and ensuring objectives are achieved.
- Working with Crown Entity senior staff across the transport sector to provide high quality governance and accountability advice specific to their organisations or the sector.
- Providing advice to Ministers on Crown Entity accountability documents (such as Statements of Intent and Performance Expectations)
- Building and maintaining effective relationships with key internal and external stakeholders to inform your advice and to enhance the Ministry's transport sector leadership position and inform stakeholders of relevant issues.
- Managing day-to-day relationships with peers across the Ministry and within the transport Crown Entities
- Contributing to team and Ministry planning processes, and the development of strategies and work programmes to enhance overall effectiveness.
- Responding promptly to Ministerial requests, Parliamentary questions and requests for information under the Official Information Act.
- Ensuring information and knowledge-sharing practice is aligned with Ministry strategies, plans and policies.
- Participating in the preparation of the annual budget for the team within agreed corporate guidelines to ensure expenditure remains within budget, action is taken to avoid overspend and the budget is in line with Ministry policies and procedures.
- Working collaboratively with transport sector and other agencies to facilitate effective resource and information sharing.
- Ensure records are created and maintained in accordance with the Public Records Act 2005 (specific recordkeeping responsibilities are in the Ministry's Records and Information Management Policy under "Roles, responsibilities and accountability")

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Chief Executive	Key stakeholders including airport authorities
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Te mea e mauria mai e koe| What you will bring

- Excellent communication skills, both written and oral including excellent listening skills.
- Experience working with wide range of leaders and senior staff.
- Demonstrated ability to build strong relationships, engage with, and influence senior leaders.
- Ability to competently evaluate financial data and present key information.
- Ability to identify risks as well as options to mitigate risks.
- Understand the commercial and public sector environments.
- Strong numeracy skills would be advantageous.
- Commercial experience would be advantageous.

Adviser (Band 14)	Adviser Level 1 (Band 15)	Adviser Level 2 (Band 16)
<ul style="list-style-type: none"> • Understanding of economic and financial analysis. 	<ul style="list-style-type: none"> • Experience in economic and financial analysis. 	<ul style="list-style-type: none"> • Experience in effective economic and financial analysis across multiple portfolio areas.
<ul style="list-style-type: none"> • Ability to articulate concepts and analyse the benefits and costs of proposed options. 	<ul style="list-style-type: none"> • Ability to articulate complex concepts and analyse the benefits and costs of proposed options. 	<ul style="list-style-type: none"> • Proven ability to articulate complex concepts and provide in-depth analysis of the benefits and costs of proposed options.
<ul style="list-style-type: none"> • An understanding of assessing agency performance, including monitoring of performance measures. 	<ul style="list-style-type: none"> • Demonstrated experience in assessing agency performance, including the development, and monitoring of performance measures. 	<ul style="list-style-type: none"> • Demonstrated experience in assessing agency performance across a wide range of portfolio areas including the development and monitoring of performance measures.
<ul style="list-style-type: none"> • Understanding of the design, implementation and management of organisational performance accountability, strategies, and systems. 	<ul style="list-style-type: none"> • Experience in the design, implementation and management of organisational performance accountability, strategies, and systems. 	<ul style="list-style-type: none"> • Experience in the design, implementation and management of organisational performance accountability, strategies, and systems across multiple portfolios.
<ul style="list-style-type: none"> • A tertiary qualification in accounting, finance, or economics. 	<ul style="list-style-type: none"> • A tertiary qualification or comparable experience in accounting, finance, or economics. 	<ul style="list-style-type: none"> • A tertiary qualification or comparable experience in accounting, finance, or economics.
<ul style="list-style-type: none"> • Awareness of NZ government context relating to performance accountability and awareness of government control and accountability agencies. 	<ul style="list-style-type: none"> • Knowledge of and demonstrated ability to work within the NZ government context relating to performance accountability and awareness 	<ul style="list-style-type: none"> • A high level of experience of successfully working within the NZ government context relating to performance accountability and awareness of government

	of government control and accountability agencies.	control and accountability agencies.
<ul style="list-style-type: none"> • Proven written and verbal communication, with influencing and reporting skills. 	<ul style="list-style-type: none"> • Proven written and verbal communication, with proficient influencing and reporting skills. 	<ul style="list-style-type: none"> • Proven written and verbal communication, with strong influencing and reporting skills.

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Pūkete Arataki Whaihua | Leadership Success Profile – capabilities

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HONEST & 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 perspective – to make fit for purpose decisions.

SELF-AWARE & 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.