

Te Whakahuatanga | Job Description

Job title	Kaitohutohu Adviser, Communications & Engagement		
Group	Te Kāhui Tangata Corporate Services		
Reporting to	Kaiwhakahaere Manager, Communications & Engagement		
Location	Wellington Office		
Direct reports	NA	Security clearance	N/A
HR delegation	N/A	Finance delegation	N/A
Salary band	Band 15	Date	January 2024

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 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 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

Te Kāhui Tangata | Corporate Services Group

Te Manatū Waka performance relies on the provision of professional corporate and support services. Te Kāhui Tangata | Corporate Services Group provides administrative, technical and advisory support to the Sector Strategy, Policy, Regulatory, Office of the Chief Executive and Investment & Monitoring Groups of Te Manatū Waka.

Kaitohutohu | Adviser Position

This role is part of the Communications & Engagement team within the Te Kāhui Tangata | Corporate Services Group. The Communications & Engagement team provides strategic and operational guidance, advice and support on all aspects of engagement and communications for Te Manatū Waka, including internal and external communications, ministerial co-ordination, stakeholder engagement support, media management and communications channels.

The Kaitohutohu | Adviser, Communications & Engagement is responsible for supporting the development and delivery of strategic communications and engagement advice and services, including managing media and producing internal and external communications material.

Te mahi | What you will do

This role is responsible for:

- Contributing to the development of communications plans and strategies for specific programmes and projects and working with teams to implement these.
- Writing and editing content for internal and external communications channels including web, social media, newsletters and general communications.
- Supporting the development of general communications material as required, including material for the Ministers' offices.
- Working with other members of the team to support Te Manatū Waka media activity and developing and delivering media responses.
- Assisting with planning and delivering internal and external events.
- Ensuring appropriate use of different communications channels, tools and methods to achieve the best outcomes.
- Advising on stakeholder and sector communication activities as required.
- Developing and managing relationships with internal and external stakeholders to help inform their work.
- Aligning communications to Te Manatū Waka values, vision and purpose, visual identity and tone.
- Supporting the Senior and Principal Communications & Engagement Advisors as required.

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
Colleagues in Communications & Engagement and Corporate Services	Sector stakeholders
Senior leadership team	Service providers and contractors
All managers and staff	Government agencies and Crown entities and other organisations
	Media representatives

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

- Understanding of how to plan and deliver content and communications strategies for different audiences.
- Proven written and verbal communication, with excellent attention to detail.
- Demonstrated experience in writing and editing across a variety of channels.
- Knowledge or 1-2 years' experience of communication best practices.
- Proven experience developing relationships, engaging with and influencing a range of people at different levels.
- Able to work autonomously and meet deadlines.
- Ability to learn quickly, picking up on complex concepts.
- Good analytical and problem-solving skills.
- Knowledge of administrative processes, systems and technology and effective organisation, planning and administration skills.
- Experience in the public sector is desirable.
- Knowledge of New Zealand government context.
- Tertiary qualification, preferably in communications or related area and/or comparable relevant experience.

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. You can read more at www.transport.govt.nz/assets/Uploads/Paper/HeiAratakiMaoriStrategy-1.pdf

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



Rangatiratanga

Empowering
and Leading



Kaitiakitanga

Guardianship and
Protection



Whanaungatanga

Collaboration
and Unity



Manaakitanga

Caring for and
valuing others

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 from 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 Te Manatū Waka 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.

Mahi, he aha te mea e tumanakohia ana | Performance Expectations

We are a high performing organisation. A key part of this is being clear about roles and expectations. Te Manatū Waka's expectations of Advisers are set out below. This is a multi level position, allowing for visible and clear career progression at Te Manatū Waka.

An individual appointed to an Adviser position as a recent graduate will be developing towards the expectations and selection criteria. Recent graduates will be remunerated at a graduate remuneration step for 12 months.

A fully capable Adviser Level 1 is expected to demonstrate consistent performance across Te Manatū Waka's expectations framework.

An Adviser Level 2 will demonstrate added depth and breadth across multiple projects and/or policy portfolio areas.

Advisers and their managers share responsibility to use these expectations to support an Adviser's performance and development. The intent is to clarify, make visible and clearly communicate expectations to ensure common understanding and consistency.



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.

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.

CURIOS

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.