

# Te Whakahuatanga | Job Description

<b>Job title</b>	Kaitohutohu Matua   Senior Adviser – Strategic Priorities		
<b>Group</b>	Sector Strategy		
<b>Reporting to</b>	Kaiwhakahaere   Manager		
<b>Location</b>	Wellington Office		
<b>Direct reports</b>	N/A	<b>Security clearance</b>	N/A
<b>HR delegation</b>	N/A	<b>Finance delegation</b>	N/A
<b>Salary band</b>	Band 17	<b>Date</b>	August 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 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 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

## Kaitohutohu Matua | Senior Adviser Position

The Senior Adviser works in the Strategic Priorities team in the Sector Strategy group. The Senior Adviser contributes to the achievement of the Ministry's objectives by providing high-quality advice and solutions to highly complex transport issues of interest to the Minister, Ministry, and/or other key stakeholders.

### Te mahi | What you will do

This role is responsible for:

#### Delivery

- Work effectively with Manager to scope and plan ambiguous, complex projects, balancing across multiple streams of work or priority areas and maintaining momentum across each
- Distil complex and varied information into concise, compelling written documents by critically synthesising from a wide, creative range of sources to draw sound conclusions
- Support the Senior Leadership Team and others to deliver against Ministerial and/or Ministry priorities
- Bring new value, insight and/or thinking to challenging policy areas
- Build trust with a strong network of internal and external stakeholders to test and strengthen work
- Carry out rigorous quantitative or qualitative analysis where needed

#### Self, team and Ministry

- Support the Manager's and Senior Leadership's direction for the team, and help to guide the work program
- Set a high standard, and help others to meet it through (for example) coaching, quality assurance and review, and training
- Demonstrates strong personal qualities including openness to feedback, willingness to learn, and 'can do' attitude

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

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

- Experience in policy development and analysis in the public sector and a sound understanding of central government processes
- Experience advising and/or negotiating with senior people on complex and challenging issues
- Extremely strong written and verbal communication skills, including experience distilling a broad, ambiguous and/or conceptually thorny evidence base into a polished, concise, and clear set of takeaways or recommendations
- A tertiary qualification in public policy or economics (ideally), or a related field

## 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.

### 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 Senior Advisers are set out below. 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.