

Te Whakahuatanga | Job Description

Job title	Kaitohutohu Adviser		
Group	Policy / Regulatory / Sector Strategy / Investment & Monitoring		
Reporting to	Kaiwhakahaere Manager		
Location	Wellington Office or Auckland Office		
Direct reports	N/A	Security clearance	N/A (Except a position in the Resilience & Security team requires a national security clearance)
HR delegation	N/A	Finance delegation	N/A
Salary band	Band 14, 15, 16 (dependent on experience/capability)	Date	November 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

Kaitohutohu | Adviser Position

Policy Advisers work in a Policy Team in any of the following Te Manatū Waka Business Groups - *Policy, Regulatory, Sector Strategy, or Investment & Monitoring*. The Adviser provides and contributes to high quality, well-researched and reasoned policy advice on transport issues, supports the team in the development of the Te Manatū Waka's strategies and provides high-quality written responses to, and advice about, official correspondence.

Te mahi | What you will do

This role is responsible for:

Policy Participation

- Develop and maintain a good understanding of the principles and practices relating to transport policy
- Prepare policy advice on transport issues including Cabinet papers and briefs for the relevant Ministers, and comment on papers prepared by other agencies
- Conduct research relevant to transport
- Prepare or contribute to ministerial speeches, media statements and responses to parliamentary questions, and draft replies to ministerial and department correspondence
- Identify and analyse issues and trends, opportunities and problems relating to transport
- Develop policy advice, as far as possible, from conceptual stage through to Cabinet decision and legislation and implementation
- Support the passage of new legislation and its introduction in association with the Legal team

Project Participation

- Contribute to team and Ministry planning processes, and to the development of strategies and work programmes to enhance the overall effectiveness of the team and hence the professional standing of the Ministry of Transport

Representing the Ministry

- Attend Cabinet Committees and Select Committees as required
- Represent the Ministry of Transport in a wide range of situations, including government agencies, transport sector and community groups

General functions

- Meet the objectives and performance measures agreed to with the Manager
- Ensure records are created and maintained in accordance with the Public Records Act 2005 (specific recordkeeping responsibilities are located in the Ministry's Information Management Policy under "Information ownership, roles and responsibilities")

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
Policy teams and managers	Minister and Associate Minister and their offices
Finance, Legal, Engagement & Communications, Business Support teams	Transport sector entities
	Government agencies and other organisations
All managers and staff	External providers/Consultants

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

Adviser (Band 14)	Adviser Level 1 (Band 15)	Adviser Level 2 (Band 16)
<ul style="list-style-type: none"> • Awareness of policy development processes 	<ul style="list-style-type: none"> • Experience in policy development 	<ul style="list-style-type: none"> • Experience in contributing to the end-to-end process of policy development across multiple portfolio areas
<ul style="list-style-type: none"> • Participated in or have some knowledge of project management 	<ul style="list-style-type: none"> • Experience in project management 	<ul style="list-style-type: none"> • Experience in successful end to end project management
<ul style="list-style-type: none"> • Understands purpose and structure of ministerial correspondence and briefings 	<ul style="list-style-type: none"> • Experience in writing ministerial correspondence and briefings 	<ul style="list-style-type: none"> • Successfully completed and prepared written ministerial correspondence and briefings across multiple portfolio areas, including ability to anticipate requirements
<ul style="list-style-type: none"> • A tertiary qualification in a relevant field 	<ul style="list-style-type: none"> • A tertiary qualification in a relevant field 	<ul style="list-style-type: none"> • A tertiary qualification in a relevant field
<ul style="list-style-type: none"> • Demonstrated awareness of public sector processes 	<ul style="list-style-type: none"> • Knowledge of public sector processes 	<ul style="list-style-type: none"> • Experience with public sector processes
<ul style="list-style-type: none"> • Awareness of legislations 	<ul style="list-style-type: none"> • Experience in interpreting legislations 	<ul style="list-style-type: none"> • Interpreted multiple legislations across different portfolios
<ul style="list-style-type: none"> • Numerical ability 	<ul style="list-style-type: none"> • Proficient numerical ability 	<ul style="list-style-type: none"> • Strong numerical ability
<ul style="list-style-type: none"> • Writing and analytical skills 	<ul style="list-style-type: none"> • Proficient writing and analytical skills 	<ul style="list-style-type: none"> • Strong writing and analytical skills

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:



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 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 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.