

Job Description Te Whakahuatanga |

Job title	Senior Adviser – Organisational Development Kaitohutohu Matua		
Group	Corporate Services Te Kāhui Tangata		
Reporting to	Manager – Human Resources Kaiwhakahaere – Te Rōpū Pūmanawa Tāngata		
Location	Wellington Office		
Direct reports	N/A	Security clearance	N/A
HR delegation	N/A	Finance delegation	N/A
Salary band	Band 17	Date	September 2024

Public Service Purpose | Te Aronga o te Ratonga Tūmatanui

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 – The Ministry’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/>)

Our values | Ngā uaratanga matua

**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

Corporate Services | Te Kāhui Tangata

Te Manatū Waka's performance relies on the provision of professional corporate and support services. The Te Kāhui Tangata 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.

Senior Adviser – Organisational Development | Kaitohutohu Matua

The Senior Adviser – Organisational Development (OD), leads and supports the design, development, delivery and implementation of organisational development initiatives to build capability, support organisational performance and bring HR strategies and policies to life.

What you will do | Te mahi

This role is responsible for:

Delivery Leadership

- Working collaboratively with HR team members to co-design, deliver and implement consistent and fit for purpose OD frameworks, policies, initiatives, and solutions for the Ministry that aligns with the organisations people strategy
- With oversight from the HR Manager and HR Business Partners lead the development of an OD plan and strategy for the Ministry, working alongside the team and the Ministry to ensure it is fit for purpose
- Lead the development of Diversity, Equity and Inclusion action plans and initiatives
- Lead or contribute to organisational development and HR projects as prioritised in the Ministry's business plan
- Lead and support relationships with stakeholders across a range of levels, to enable delivery of key initiatives and programmes of work
- Actively contribute to the Ministry's people strategies and plans
- Maintain the Ministry's performance and expectation frameworks

Self & Team Focus

- Provide coaching and mentoring support for the HR Advisers and Coordinator in the HR team
- Work collaboratively with, and provide support to the HR Manager and HR Business Partners

Professional Capability

- Continue to build OD knowledge actively and regularly by keeping up to date with research and trends
- Regularly monitor and address the latest Public Service Commission sector-wide OD priorities

External Engagement

- Attend OD practitioner forums and sessions to maintain networks and knowledge
- Engage and manage external suppliers using appropriate Ministry procurement processes as required

Ministry of Transport Contribution

- Understand and drive cultural awareness and understanding of how we honour our obligations under te Tiriti o Waitangi
- Work with the Māori and Pasifika (M&P) Network to support the development of a comprehensive workplan to support te reo me ōnā tikanga to encourage and enable a positive workplace culture

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.

Who you will work with | Tou kapa

Internal	External
HR Manager and Business Partners	HR Professional bodies
Senior Leadership Team	Unions and employee representatives
Managers and staff across Te Manatū Waka	External providers and consultants
	Government agencies and other organisations

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

- Previous experience in a specialist Senior level OD or HR role in the public sector
- Experience leading and or participating in successful OD or HR related projects
- Experience leading or participating in the design of OD initiatives
- Facilitation and coaching experience
- Experience managing external supplier relationships
- Experience working in government, a sound understanding of the role of the public service, machinery of government and of working with Ministers and other government departments and agencies
- Excellent written and verbal communication, with strong influencing and negotiation skills
- Proven interpersonal, relationship building and networking skills
- Understanding of Te Reo, Tikanga and Mātauranga Māori
- Experience with cultural awareness and work to understand how organisations honour our obligations under the te Tiriti o Waitangi
- Have a drive for results, and enjoy working as part of a team.

Te Manatū Waka’s Māori Strategy | Hei Arataki

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:



Diversity and inclusion | Te rereketanga me te whakauru

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.

Your health, safety and wellbeing | Te hauora, haumaru me to orange

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.

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

We are a high performing organisation. A key part of this is being clear about roles and expectations. The Ministry'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.



Leadership Success Profile – capabilities | Pūkete Arataki Whaihua

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.

