

# Job Description | Te Whakahuatanga

<b>Job title</b>	Principal Adviser – Transport Financing   Kaitohutohu Matua		
<b>Group</b>	Investment & Monitoring Group		
<b>Reporting to</b>	Manager   Kaiwhakahaere		
<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 18	<b>Date</b>	November 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 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 a transport system that connects New Zealand – The Ministry of Transport’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 a transport system that connects New Zealand. You can find out more about the Ministry of Transport at (<https://www.transport.govt.nz/about-us/>)

## Our values | Ngā uaratanga matua

**Integrity**

–  
**Tapatahi**

**Excellence**

–  
**Kairangi**

**Collaboration**

–  
**Mahi tahi**

## Investment and Monitoring

The Investment and Monitoring Group is responsible for advising on investments across the transport sector, and monitoring and supporting the performance of those investments and the key transport sector agencies. Insights from the Group help inform system strategy, policy and regulatory design.

## Transport Financing

The Transport Financing team is one of six teams within the Investment and Monitoring Group. The team has been established to support the Minister of Transport to identify and develop specific opportunities to accelerate the delivery of the government's transport infrastructure priorities through the deployment of innovative financing instruments.

### Principal Adviser Position | Kaitohutohu Mātāmua – Transport Financing

The Principal Adviser – Transport Financing will be based within the Transport Financing team and will be expected to lead and support the achievement of the team's work programme and the wider achievement of Te Manatū Waka's objectives. The Principal Adviser will be a domain leadership position in transport finance within the team and across Te Manatū Waka. The Principal Adviser has responsibility for providing thought leadership and supporting the overall capability of the team, as well as the delivery of their key objectives.

#### Te mahi | What you will do

This role is responsible for:

##### ***Delivery Leadership***

- Partnering with the Manager to drive the transport financing and inter-related strategic policy agenda and contributing to the development and implementation of the strategy for the team.
- Developing, testing, and implementing transport finance methods, methodologies, tools and policy frameworks that support the provision of forward focused expert advice.
- Providing policy advice and leading, shaping, and managing key transport finance projects and project teams in risky, complex, ambiguous, or sensitive policy areas.
- Supporting the team to ensure delivery of high-quality data advice and results to maximise the contribution that the team makes to Ministry outcomes and government goals.

##### ***People and Self Leadership***

- Enhancing the overall capability of the team through coaching and mentoring team members during their day-to-day work, and against their longer-term development plans.

##### ***Intellectual Leadership***

- Providing thought leadership to inform, drive and challenge Ministry thinking and support transport finance and inter-related policy recommendations.
- Exercising finance and/ or economic skills and experience to be a domain expert across transport finance projects, within the Ministry and across the transport sector.
- Using oral and written communication and presentation skills to drive the domain expert role and advise in a constructive and persuasive manner.

##### ***External Leadership***

- Effectively influencing on domain topics through engagement and communication with senior stakeholders.
- Establishing and developing productive relationships with other transport sector agencies, and the wider government sector, to take a system view and provide strategic and co-ordinated advice.

### **Collective and Ministry Leadership**

- Taking a leadership role in cross-Ministry and cross-government policy projects and appropriately representing Group or Ministry views.
- Driving international best practice and creating opportunities for robust debate for the transport agenda.
- Identifying risks, looking for opportunities, and thinking about the next generation of policy issues in transport.

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**

<b>Internal</b>	<b>External</b>
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

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

- Extensive experience in policy development and analysis in the public sector and a deep understanding of government policy making
- Extensive applied experience and knowledge of financial and/ or economic analysis
- Proven ability to develop advice on funding and financing tools and methods relevant to the transport sector
- A tertiary qualification in a relevant field or equivalent experience (e.g. commerce, economics, finance, accounting, public policy)
- Experience in leading complex work programmes and developing realistic and achievable timeframes and deliverables
- Extensive experience in leading, coaching and mentoring staff
- Extensive experience in building high-quality stakeholder relationships
- Well connected/ networked in their specialist area, commanding respect for their knowledge and ability
- Proven written and verbal communication, with strong influencing skills
- Excellent organisational skills and the ability to meet deadlines
- Strong intellectual ability, nous and judgement
- Expert knowledge of policy analysis frameworks, tools and techniques
- Thorough knowledge of government processes, structures and machinery

### **The Ministry of Transport'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 Guiding Principles | Ngā Mātāpono:



**Rangatiratanga**

Empowering and Leading



**Kaitiakitanga**

Guardianship and Protection



**Whanaungatanga**

Collaboration and Unity



**Manaakitanga**

Caring for and valuing others

**Diversity and inclusion | Te rereketanga me te whakauru**

We want our workforce to increasingly reflect the communities we serve. The Ministry 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, haumaruru 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. Principal Advisers play a vital role towards achieving this goal. Clear expectations and being accountable for meeting them is crucial for a Principal Adviser’s success and in supporting team members to achieve their expectations. The expectations outlined below provide a comprehensive outline of what is expected to be a successful Principal Adviser at Te Manatū Waka.



## 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.

### 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.