

Job Description | Te Whakahuatanga

Job title	Senior Adviser – Emergency Management Kaitohutohu Matua		
Group	Policy Group		
Reporting to	Manager Kaiwhakahaere		
Location	Wellington Office		
Direct reports	N/A	Security clearance	N/A
HR delegation	N/A	Finance delegation	N/A
Salary band	Band 17	Date	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.

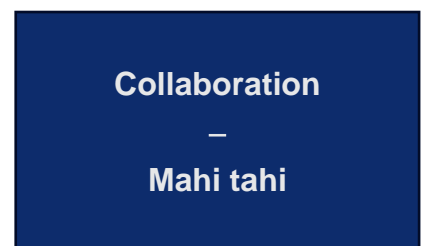
In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service 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



Policy

Te Manatū Waka, Ministry of Transport provides strategic and practical advice to Ministers, monitors and supports the Transport Sector Crown Entities and works in partnership with the Transport Sector Crown Entities to ensure the transport system optimises its contribution to New Zealand citizens.

This role is part of the Resilience and Security team which sits within the Policy Group. The Policy Group is responsible for leading the provision of high-quality policy advice on many of the key priorities of the day, translating long term strategic priorities into practical policy interventions.

Resilience and Security

The Resilience and Security team is responsible for leading the policy and strategy relating to the reduction, readiness, response and recovery of the transport system to emergencies and events. It supports the Ministry's formal role as the lead agency for transport in the emergency management system, and leads the operation of the Transport Response Team.

The team is also responsible for transport security policy across all modes, and is the policy agency for the Maritime Security Strategy, playing a facilitation and coordinating role in relation to cross-agency policy issues across the maritime security domain.

Senior Adviser Position | Kaitohutohu Matua

The purpose of the Senior Adviser - Emergency Management role is to contribute to the achievement of the Ministry's objectives by providing high quality operational advice, and leading operational implementation of solutions, to emergency management and national security issues involving the transport sector.

Te mahi | What you will do

This role is responsible for:

Reduction:

- Engage with transport sector stakeholders, and assist where required, with their reduction activities.

Readiness:

- Develop and maintain the Ministry of Transport's, and the Transport Response Team's, capacity and capability to respond to events including training of Transport Response Team staff and managing staff availability rosters.
- Develop and maintain readiness documents, with respect to the Ministry of Transport's and Transport Response Team's role in responding to events.
- Engage in the development/maintenance of stakeholder readiness documents, with respect to the role of the transport sector.
- Engage with New Zealand's National Exercise Programme and organise participation of the Transport Response Team in national exercises (where relevant).
- Engage with other National Resilience System, or cross-agency, readiness groups as required.

Response:

- Support a response where:
 - The Ministry of Transport is a Lead Agency, or
 - The Transport Response Team is supporting the Lead Agency.
- Engage with the National Resilience System on emerging risks/issues.

Recovery:

- Support recovery programmes (for the transport sector), where required.

Lessons:

- After events or exercises, lead the ‘lessons learned’ process for the transport sector; and, where relevant, engage in the national cross-agency ‘lessons learned’ process.

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
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

Experience:

You will provide high quality operational advice, and leading operational implementation of solutions, to emergency management and national security issues involving the transport sector.

To do this, your essential experience, knowledge and skills will be:

- a tertiary qualification in relevant area or equivalent experience.
- Understanding of New Zealand’s National Resilience System
- Understanding of New Zealand’s Emergency Management System
- an ability to demonstrate your understanding of:
 - New Zealand’s Coordinated Incident Management System (CIMS)
 - the 4R (reduction, readiness, response, and recovery) framework
- at least 5 years experience in a relevant operational role (public or private sector).
- Strong relationship management skills,
- excellent written and verbal communication skills, and
- proven ability to work autonomously and meet deadlines.

While not essential, the following skills are preferred that will support you in undertaking your role:

- Understanding of the role of ‘lifeline utilities’ under the Civil Defence and Emergency Management Act 2002, and the National Civil Defence and Emergency Management Plan.
- CIMS 4 qualified and operationally experienced in one of more CIMS function, or operational experience in the New Zealand Defence Force with an understating of CIMS.

- Operational experience in at least one event where the National Security System or Emergency Management system was activated.
- Operational experience in the transport sector, with good operational understanding of at least one transport mode (i.e. road, rail, aviation, or maritime).
- At least 3 years experience in operational policy and/or operational planning.
- Understanding of the transport sector hazardscape.
- Logistics experience (preferably with some logistical experience during an emergency response).

Knowledge and Skills:

- Knowledge of public sector policy and processes would be an advantage
- Experience in interpreting legislation
- Effective communicator





Other requirements: A tertiary qualification in a relevant field

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:

 <p>Rangatiratanga Empowering and Leading</p>	 <p>Kaitiakitanga Guardianship and Protection</p>	 <p>Whanaungatanga Collaboration and Unity</p>	 <p>Manaakitanga Caring for and valuing others</p>
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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, 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. 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.



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.

