

# Te Whakahuatanga | Job Description

<b>Job title</b>	Pou Whakahaere   Director		
<b>Group</b>	Sector Strategy / Policy / Investment & Monitoring / Performance & Governance		
<b>Reporting to</b>	Pou Turuki   Deputy Chief Executive		
<b>Location</b>	Wellington Office		
<b>Direct reports</b>	Nil	<b>Security clearance</b>	N/A (Except a position in the Resilience & Security team requires a national security clearance)
<b>HR delegation</b>	N/A	<b>Finance delegation</b>	N/A
<b>Salary band</b>	Band 21	<b>Date</b>	December 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.

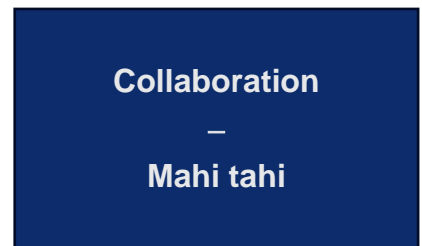
In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service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



## Pou Whakahaere | Director Position

The Director is a close aide to the relevant Deputy Chief Executive and acts as a mentor and leader to the wider Group. The Director provides senior support to teams and managers within the Group, manages issues, and assists in the early identification of, and response to emerging issues, concerns or opportunities.

### Te mahi | What you will do

This role is responsible for:

- Partnering with the DCE to set and drive the strategic agenda at portfolio and cross portfolio levels, align work programmes across the group, and make linkages where appropriate across the wider Ministry
- Partnering with the DCE and Managers in creating and supporting the environment for teams to work within, including building and maintaining strategic stakeholder relationships
- Influencing senior stakeholders, bringing them together to ensuring linkages of broader transport issues
- Acting as a sounding board and trusted adviser to the DCE, managers and staff
- Critically synthesising information from a wide variety of domains and applying expert judgement to draw conclusions
- Integrating up-to-date information and evidence across a number of areas from a wide variety of sources and disciplines to develop new insights and innovative solutions in ambiguous/novel areas
- Proactively identifying Ministry and portfolio risks, ensuring they are managed and change occurs where required
- Managing the delivery and landing of advice and tasks with senior managers, ministers and stakeholders and present frank advice even if that tests Ministers' views and preferences
- Leading the establishment, conclusion and trouble-shooting of complex whole of ministry and whole of public service projects drawing on the expertise of others
- Connecting across domain, teams, and groups, and identifying where support is required and ensuring need is met
- Providing thought leadership on and leading complex programmes on ambiguous multi-sector issues with significant sensitivity and risk, setting and driving priorities
- Enhancing the overall capability of the Ministry through guiding and mentoring managers and staff
- Representing the DCE at cross-government forums

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	Ministers, Associate Ministers and their offices
All managers and staff	Transport Sector Entities
	Other government agencies, crown entities and other organisations

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

- A relevant tertiary qualification or extensive equivalent experience
- Extensive policy and/or systems development and leadership experience, with the ability to advocate, influence and articulate advice to Ministers sector stakeholders and internal Ministry teams (in particular our policy groups)
- Deep experience of resolving issues (relating to policy implementation)
- Deep experience of working in government, a comprehensive understanding of the role of the public service and of working with Ministers and other government departments and agencies
- Deep experience in utilising extensive policy knowledge to providing senior support to teams of professional staff
- Deep experience in building and maintaining stakeholder relations and building effective working partnerships with other organisations
- Strong influencing, negotiation, relationship development skills at a senior level in order to achieve results
- Experience leading complex policy systems responsibilities
- A comprehensive understanding of public policy; its development, advocacy and implementation, including managing legislation change
- Experienced communicator
- Excellent numeracy and analytical skills
- Proven ability to take a holistic view of a complex policy sector to ensure alignment of work
- Experience in, or knowledge of, the transport sector (desirable)

## 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. Directors play a vital role toward achieving his goal. Clear expectations and being accountable for meeting them is crucial for Director's own success and in empowering people to achieve their expectations. These expectations outline what is expected to be a successful Director within Te Manatū Waka.

### Delivery Leadership

Directors demonstrate achievement, drive, ambition, optimism, and delivery-focus. Our Directors may have specific responsibilities for cross-cutting programmes of work that go beyond the work of a single team, and which deliver Ministerial priorities and Te Manatū Waka's strategic objectives. In these instances, they will be accountable for delivery, and will have appropriate accountabilities agreed with their DCE. In other instances, they may have a particular area of focus where they lend their expertise to help others with delivery, for example by providing guidance or acting as a useful sounding board. They work with DCEs and managers to ensure work is planned, prioritised and organised to deliver on short and long-term objectives.

### Strategic and Collective Leadership

Directors work as part of Te Manatū Waka's leadership team to set and drive the strategic agenda. Directors have a deep understanding of Te Manatū Waka's priorities and objectives, and they work toward accomplishing shared goals. Through this understanding, Directors bring context to the work of the organisation, and focus their efforts on the most important areas, ensuring that the right groups are working together. Directors are agile and can flexibly adapt to respond to changing priorities.

Directors work together as a leadership cohort to develop organisational capability. They look for, and champion, opportunities to make things work better.

Directors play an active role in translating Te Manatū Waka's objectives, and work with teams to help them internalise the objectives.

### Capability Leadership

Directors are honest, courageous, curious, self-aware, agile and resilient, and are committed to their own development.

By working within and across groups, they have a helicopter view of capability and are well placed to help identify and grow talent across Te Manatū Waka. They coach and mentor people to bring out the best in them. They lead or create the space for others to lead capability building initiatives that support Te Manatū Waka's strategic development objectives (e.g., policy capability programme). Directors connect and inspire people across Te Manatū waka, creating a highly motivated and engaged workforce.

### Te Manatū Waka Fundamentals

Directors partner with DCEs to set and drive the strategic agenda at portfolio and cross portfolio levels. Directors are innovative and strategic thinkers – they are bold, curious and seek new ways of achieving Te Manatū Waka's strategic direction and priorities, drawing from best practice approaches. They take a partnered approach, demonstrating versatility and find ways forward when there is a high degree of ambiguity or political complexity. They act as a trusted adviser to the DCE and as a sounding board for teams and managers by providing intellectual support, and constructive challenge.

They work effectively with others, ensuring Te Manatū Waka has the relationships and reputation it needs to be successful. They have a deep understanding of the Te Manatū Waka's roles and values and model them.

### System Leadership

Directors take a strong system view and will focus their efforts on enabling Te Manatū Waka to achieve its goals and outcomes. Directors effectively communicate Te Manatū Waka's priorities with other agencies and stakeholders and look to enhance outcomes by identifying connections with work programmes that are led by others and building support. They have extensive networks and are well regarded by our stakeholders for their proactivity, open and clear communications, and their influence. They lead at the interface between Te Manatū Waka, Ministers, government agencies, stakeholders and the public.

INTEGRITY

EXCELLENCE

COLLABORATION

## 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.

### **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.