

Te Whakahuatanga | Job Description

Job title	Kaitohutohu Matua Senior Adviser		
Group	Policy / Sector Strategy / Investment & Monitoring / Performance & Governance		
Reporting to	Kaiwhakahaere Manager		
Location	Wellington 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 17	Date	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

Integrity

—
Tapatahi

Excellence

—
Kairangi

Collaboration

—
Mahi tahi

Kaitohutohu Matua | Senior Adviser Position

The Senior Adviser works in a Policy Team in any of the following Te Manatū Waka Business Groups – *Policy, Sector Strategy, Investment & Monitoring or Performance & Governance*. The Senior Adviser contributes to the achievement of Te Manatū Waka’s objectives by providing high quality, well- researched policy advice and solutions to complex transport issues, which, by understanding the intent of legislation and mentoring staff, the position contributes to and promotes, Te Manatū Waka’s strategic policy framework and associated policy outcomes for the transport sector.

Te mahi | What you will do

This role is responsible for:

Delivery Leadership

- Scoping and planning policy projects in ambiguous and complex areas
- Providing policy advice that meet the needs of the Minister communicating complex issues, using concepts clearly and succinctly
- Using appropriate project planning and management techniques, manage risks and coordinate work with others
- Contributing to multiple pieces of work concurrently and actively and independently planning and managing workload

Self & Team Leadership

- Providing guidance and on-the-job training and coaching to more junior team member

Professional Capability

- Applying advanced frameworks and methods of analysis to identify policy problems, analyse the issues, and identify and assess the policy options
- Critically synthesising information from a wide variety of domains and using in-depth knowledge of the policy area to draw sound conclusions based on the judicious use of the available evidence

Engagement

- Leading engagement with some delivery agencies, stakeholders and government agencies to ensure the advice provided is practical and effective

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	Minister and Associate Minister and their offices
Policy teams and managers	Transport sector entities
All managers and staff	Government agencies and other organisations

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

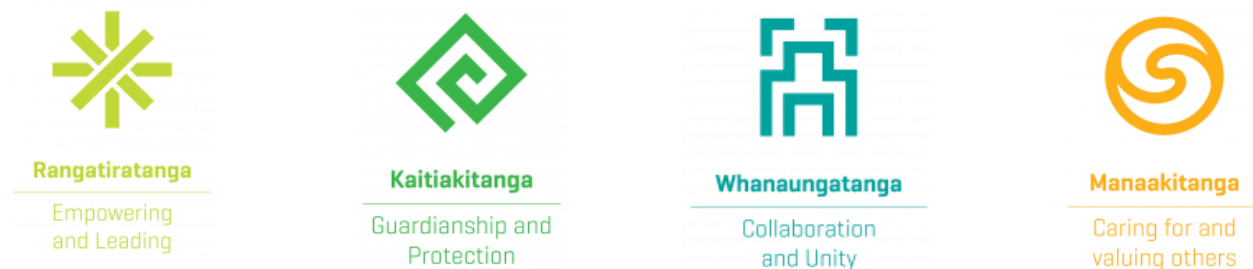
- Experience in policy development and analysis in the public sector and a sound understanding of Government policy-making procedures
- Excellent organisational skills
- Excellent written and verbal communication skills
- Able to work autonomously and meet deadlines
- Knowledge of public sector policy and processes would be an advantage
- Experience in interpreting legislation
- Effective communicator
- A tertiary qualification in a relevant field

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:



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 Senior Advisers are set out below. 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.

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.

Te Whakahuatanga | Job Description

Job title	Kaitohutohu Mātāmua Principal Adviser		
Group	Policy / Sector Strategy / Investment & Monitoring / Performance & Governance		
Reporting to	Kaiwhakahaere Manager		
Location	Wellington 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 18	Date	December 2024

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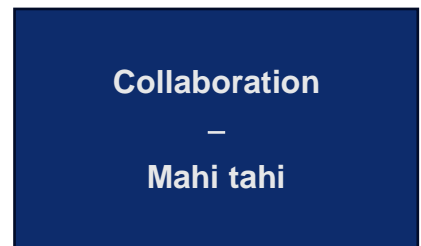
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Our values | Ngā uaratanga matua



Kaitohutohu Mātāmua | Principal Adviser Position

The Principal Adviser works in a Policy Team in any of the following Te Manatū Waka Business Groups – *Policy, Sector Strategy, Investment & Monitoring or Performance & Governance*. The Principal Adviser is a subject domain leadership position in 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 Policy Manager to drive the strategic policy agenda and contributing to the development and implementation of the strategy for the team.
- Developing, testing, and implementing new ideas and policy frameworks that support the provision of forward focused expert advice.
- Providing policy advice and leading, shaping, and managing key policy projects and projects 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 & 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 policy recommendations.

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.

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.

Tou kapa | Who you will work with

Internal	External
Senior Leadership Team	Minister and Associate Minister and their offices
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Te mea e mauria mai e koe | What you will bring

- Extensive experience in policy development and analysis in the public sector and a deep understanding of government policy making
- A tertiary qualification in a relevant field is desirable or extensive experience
- Experience in project management

- 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
- Understanding of government and parliamentary processes and the ability to manage these effectively
- Effective communicator

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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

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

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.



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