

Job Description | Te Whakahuatanga

Job title	Transport Data Improvement Lead		
Group	Sector Strategy Te Rāngai Waka		
Reporting to	Pou Turuki Deputy Chief Executive		
Location	Wellington Office		
Direct reports	N/A	Security clearance	N/A
HR delegation	N/A	Finance delegation	N/A
Salary band	Band 21	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

Integrity

—
Tapatahi

Excellence

—
Kairangi

Collaboration

—
Mahi tahi

Sector Strategy | Te Rāngai Waka

Setting strategic vision and providing sector leadership are key roles of the Ministry of Transport. The Sector Strategy Group supports the Ministry providing evidence informed strategic advice, robust and reliable information, and insights from advanced analytics. A key focus of the group is working with others in the sector to develop and maintain a shared view of the transport portfolio, its priorities, performance, and efficiency.

Transport Data Improvement Lead Position

The Ministry of Transport relies on accurate and accessible data to perform our role of leading the transport sector. The Transport Data Improvement Lead is responsible for shifting the Ministry's data governance and curation to best practice in the public sector and creating a culture of continuous improvement for data management and use.

What you will do | Te mahi

This role is responsible for:

- Driving a strategic approach to data governance, management and curation across the Ministry and Transport sector
- Designing a work programme that shifts the Ministry's data governance and curation to best practice in the public sector that addresses:
 - Which data storage tools and platforms we use and train our staff on,
 - which data languages and software packages the Ministry uses and supports for analytics,
 - how review, oversight and risk management for data and data analytical products works,
 - where ownership of key models and standards across the sector should sit, and
 - how to ensure our data is well managed and accessible to all that need it.
- Implementation of this work programme, working alongside the Managers in the Sector Strategy Group
- Directly managing projects and influencing people to implement this work programme
- Driving this strategic approach to data governance, curation and usage at Group and cross-Group levels, aligning work programmes across the Group, and making linkages where appropriate across the wider Ministry
- Influencing senior stakeholders, bringing them together to drive better access, sharing and linkages of data across the transport system
- Proactively identifying Ministry and portfolio risks for data, ensuring they are managed, and change occurs where required
- Establishing a culture of continuous improvement in the way the Ministry governs and curates its data
- Managing the delivery and landing of projects and tasks with senior managers, the Senior Leadership Team and external stakeholders
- Connecting across transport domains, teams, and groups, identifying where support is required and ensuring need is met
- Enhancing the overall capability of the Ministry through guiding and mentoring managers and staff

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	Transport Sector Crown Entities
Director, Sector Strategy	Professional bodies
All Managers and staff	External providers/consultants
	Public Sector Departments including the Treasury and Stats New Zealand

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

Essential:

- Proven senior and/or system leadership experience and the understanding of best practice data management and governance within the public sector
- Extensive data and/or systems development and leadership experience, with the ability to advocate, influence and articulate advice to senior leaders, sector stakeholders and internal teams
- Strong relationship building and stakeholder management skills
- The capability to lead through influence to engage and motivate staff to meet ambitious goals
- A relevant tertiary qualification or extensive equivalent experience
- Deep experience of resolving problems (relating to data governance, management and curation)
- Deep experience of working in data relevant roles in government, including an understanding of the role of the public service and of working other government departments and agencies
- Deep experience in utilising extensive knowledge of data systems and tools to provide senior support to teams of professional staff
- Strong influencing, negotiation, relationship development skills at a senior level in order to achieve results
- Excellent numeracy and analytical skills
- Ability to take a holistic view of complex issues in a way that ensures work is aligned across multiple teams

Desirable:

- Experience in, or knowledge of, the transport sector
- A comprehensive understanding of how to deliver data management services to directly support public policy

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, 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. This position is covered by the performance expectations of a Director. Roles at this level 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 (or equivalent) within the Ministry of Transport.

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 the Ministry'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 the Ministry's leadership team to set and drive the strategic agenda. Directors have a deep understanding of the Ministry'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 the Ministry'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 the Ministry. 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 the Ministry's strategic development objectives (e.g., policy capability programme). Directors connect and inspire people across the Ministry, creating a highly motivated and engaged workforce.

The Ministry of Transport 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 the Ministry'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 the Ministry has the relationships and reputation it needs to be successful. They have a deep understanding of the the Ministry's roles and values and model them.

System Leadership

Directors take a strong system view and will focus their efforts on enabling the Ministry to achieve its goals and outcomes. Directors effectively communicate the Ministry'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 the Ministry, Ministers, government agencies, stakeholders and the public.

INTEGRITY

EXCELLENCE

COLLABORATION

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.

CURIOS

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.