

Job Description | Te Whakahuatanga

Job title	Principal Adviser – Crown Entity Monitoring Kaitohutohu Mātāmua		
Group	Investment & Monitoring		
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 18	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 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 hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

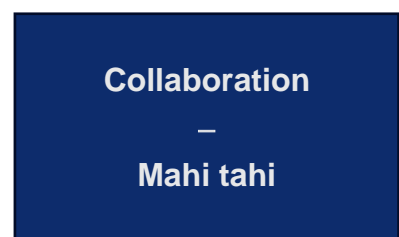
In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service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



Investment & 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.

Principal Adviser - Crown Entity Monitoring | Kaitohutohu Mātāmua

The Crown Entity Monitoring team is one of five teams within the Investment and Monitoring Group.

The purpose of the team is to be the Ministry's lead adviser in supporting the Minister of Transport to oversee and manage the Crown's interests in, and relationship with four Crown entities:

- New Zealand Transport Agency, Waka Kotahi,
- Maritime New Zealand,
- Civil Aviation Authority, and
- Transport Accident Investigation Commission

The team is the Ministry's lead in managing the formal relationships between the Crown and the four entities. This includes providing insightful and timely advice on entity strategy and performance, actively engaging with entities to maximise their value and impact, and supporting board performance.

The team also advises the Minister on the board appointments and fees for the four Crown entities, as well as bespoke Crown companies such as City Rail Link (CRL) Ltd.

Role Purpose

The Principal Adviser partners with Ministry leaders and staff to manage governance and accountability requirements, including financial, commercial and regulatory advice and assessment in the sector to support the successful delivery of government priorities.

Te mahi | What you will do

This role is responsible for:

- Working with senior staff across the transport sector to provide expert governance and accountability advice specific to their organisations or the sector including:
 - Leading and undertaking the preparation of, or contribution to, advice on Crown entity governance, capability and performance.
 - Testing and providing expert advice on the economic and financial assumptions proposed by Crown entities relating to organisational budgeting
 - Providing expert advice on entity capability to deliver against organisational goals (e.g. on value for money, performance measures, impact on entity finances).
- Leading the development of Crown monitoring programmes to assess the governance, capability and performance of the transport Crown entities.
- Leading the development and delivery of targeted assessments into the capability and performance of the transport Crown entities.
- Providing sophisticated and innovative advice to Ministers on Crown entity accountability documents (such as Annual reports, Statements of Intent and Performance Expectations and Letters of Expectations).
- Building and maintaining effective relationships with key internal and external stakeholders to inform advice, enhance the Ministry's transport sector leadership position, and inform stakeholders of relevant issues.
- Identifying and addressing ongoing issues, opportunities, risks and trends relating to the transport agencies and wider system.

- Actively creating and taking opportunities to influence decision-making, shifting the debate on intractable issues.
- Managing day-to-day relationships with peers across the Ministry and in the transport Crown entities.
- Coaching, mentoring and motivating others to develop high-quality advice and to lift the Ministry's capability.
- Contributing to team and Ministry planning processes and the development of strategies and work programmes to enhance overall effectiveness.
- Working collaboratively with transport sector and other agencies to facilitate effective resource and information-sharing.

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
Chief Executive	Crown entities, including board chairs and boards, in the transport sector
Senior Leadership Team	Minister of Transport, and their office
Managers & staff	Government agencies and other organisations
Policy teams	Minister's Office
	Sector stakeholders
	External providers/Consultants

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

Experience:

Essential:

- Success in strategy and performance, governance, financial and/or public policy disciplines.
- Success working with a wide range of senior leaders and decision makers to deliver outcomes.
- Successfully developed and applied frameworks to inform strategic insights and analysis for Ministers, decision makers and stakeholders.
- Providing high quality and impactful written and verbal analysis for Ministers/Boards and senior decision makers.
- Success in engaging with and influencing senior leaders across a range of disciplines.

Desirable:

- Experience in Crown entity monitoring and oversight.
- Experience in the public sector and/or with Crown entities.
- Experience in, or an understanding of, assessing agency governance and performance.
- Demonstrated experience in the design, implementation and management of organisational performance accountability, strategies, and systems.

Knowledge and skills:

- Evaluating financial data and presenting key information.
- Articulating concepts and analyse the benefits and costs of proposed options.
- Risk identification and mitigation strategies.
- Influence and persuasion.

- Issues management and resolution in complex and sensitive environments
- Board governance practices – preferably public sector
- Sound knowledge of the New Zealand government context relating to performance accountability and awareness of government control and accountability agencies.
- Proven written and verbal communication.

Other requirements:

- A tertiary qualification preferably in public policy, accounting, finance or economics, or comparable experience, would be desirable.

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 te 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 the Ministry of Transport.



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.

