

## Job Description | Te Whakahuatanga

<b>Job title</b>	Adviser – Official Information Act (OIA)		
<b>Group</b>	Performance and Governance		
<b>Reporting to</b>	Manager, Ministerial and Executive Services   Kaiwhakahaere		
<b>Location</b>	Wellington Office		
<b>Direct reports</b>	N/A	<b>Security clearance</b>	N/A
<b>HR delegation</b>	N/A	<b>Finance delegation</b>	N/A
<b>Salary band</b>	Band 15	<b>Date</b>	December 2024

### Public Service Purpose | Te Aronga o te Ratonga Tūmatanui

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.

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.

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 | Te whakaahei i te punaha waka e hono ana i a Aotearoa

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

## Performance and Governance

The Performance and Governance Group is responsible for ensuring the Ministry's operations are aligned to our strategic priorities and delivered in an efficient and transparent way. The Group uses a combination of its planning, governance, monitoring, and reporting roles to achieve this. The Group also provides private secretary support to the Minister of Transport and delivers priority projects, sponsored by the Chief Executive.

Within the group, the Ministerial and Executive Services team is responsible for the Ministry's corporate accountability, planning and reporting, and official correspondence functions. As lead and steward of these functions, the team works proactively with all parts of the Ministry to enable and support compliance and drive better outcomes from our work.

The Ministerial and Executive Services team's primary responsibility is to provide consistent, high quality and timely corporate accountability, planning and reporting, and correspondence.

## Adviser – OIA

The Adviser - OIA works closely with the Senior Adviser - OIA to prepare high-quality and timely responses to OIA requests, information requests and releases, and official correspondence, ensuring compliance with relevant legislation.

### What you will do | Te mahi

This role is responsible for:

- Leading or supporting the preparation of high quality and timely responses to the Ministry's OIA requests, including managing internal engagement and consultation with relevant parties.
- Ensuring the Ministry's responses to OIA's are compliant with the Official Information Act and any other relevant legislation.
- Monitor performance, highlighting any areas of concern to support early identification and resolution.
- Efficiently manage the proactive release of information consistent with cabinet requirements.
- Engaging across the organisation to support understanding of, and compliance with, our OIA responsibilities.
- Providing backup / support to other positions within the Ministerial and Executive Services team.

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
Ministerial and Executive Services team	Ministers Office
Senior Leadership Team	Other Government agencies
All Managers and staff	

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

- Experience in responding to OIA requests, information requests and releases, and official correspondence.
- Experience providing advice to Senior Leaders and Ministers including the development of briefings and internal memorandums.
- Understanding of machinery of government processes and relevant legislation (including Public Services Act 2020, Crown Entities Act 2000, Official Information Act and Public Finance Act 2004).
- Experience in building and maintaining effective working relationships and excellent stakeholder management skills.
- Proficient writing skills, experience and demonstrated capability in successfully communicating effectively to diverse audiences.
- Proficient experience operating in a fast paced and changeable work environment, demonstrating your agility to respond.
- Proficiency in Microsoft Office tools and products.
- Excellent time management, including an ability to handle high flows of information and work under pressure.
- A relevant tertiary qualification or extensive equivalent experience.

## 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 oranga

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 Adviser. Roles at this level play a vital role toward achieving his goal. Clear expectations and being

accountable for meeting them is crucial for an Adviser's own success and in empowering people to achieve their expectations. These expectations outline what is expected to be a successful Adviser (or equivalent) within 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.

