

Job Description | Te Whakahuatanga

Job title	Senior Adviser – Transport Financing Kaitohutohu Matua		
Group	Investment & Monitoring Group		
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 17	Date	April 2025

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

Integrity

—

Tapatahi

Excellence

—

Kairangi

Collaboration

—

Mahi tahi

Investment and 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.

Transport Financing

The Transport Financing team is one of six teams within the Investment and Monitoring Group. The team has been established to support the Minister of Transport to identify and develop specific opportunities to accelerate the delivery of the government's transport infrastructure priorities through the deployment of innovative financing instruments.

Senior Adviser Position | Kaitohutohu Matua

The Senior Adviser – Transport Financing will be based within the Transport Financing team and will be expected to contribute, lead and support the achievement of the team's work programme and the wider achievement of Te Manatū Waka's objectives. The position will provide high quality, well-researched policy advice and solutions to complex transport issues and provide an understanding of how innovative funding and financing instruments could be utilised to accelerate delivery of the government's transport objectives. The Senior Adviser will be expected to have a thorough understanding of the intent of relevant legislation, budget processes, and funding and financing tools/ methodologies.

Te mahi | What you will do

This role is responsible for:

Delivery Leadership

- Scoping and planning transport projects, in ambiguous and complex areas.
- Providing policy and transport advice that meet the needs of the Minister – communicating complex issues and trade-offs clearly, succinctly, and persuasively.
- 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 and Team Leadership

- As needed, providing guidance and on-the-job training and coaching to more junior team members.

Professional Capability

- Applying advanced frameworks and methods of analysis (including business case methodology) to identify policy problems, analyse the issues, consider the benefits, costs, risks and sensitivities, identify and assess the policy options, and make recommendations through a value for money lens.
- 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.
- Have the necessary commercial and/ or economic skills and experience to be able to provide advice on funding and financing options available (or applicable) to transport projects.
- Have the necessary oral and written communication and presentation skills to provide free and frank advice.

Engagement

- Leading engagement with delivery agencies, stakeholders and government agencies to ensure the advice provided is practical and effective.
- Working collaboratively with stakeholders both within the Ministry and across Government to develop well-rounded advice.

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

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

- Applied experience and knowledge of commercial and/ or economic analysis and how they relate to benefit cost analysis and decision making, and/or other frameworks to evaluate the value-for-money of proposed projects and investments.
- Strong experience and demonstrated successful capability in policy development and analysis in the public sector with a solid understanding of government policy-making procedures, and good political nous.
- Strong experience and demonstrated successful capability in end-to-end delivery of large policy projects/programmes, while working under pressure and managing tight timelines.
- Strong knowledge, experience and demonstrated successful capability in the policy process and machinery of government, including understanding regulatory frameworks, interpreting legislation, and knowledge about associated government institutions, across multiple portfolio areas.
- Strong experience and demonstrated capability in successfully building and maintaining effective working relationships at all levels, internally and externally, including collaborating with others to achieve outcomes, and influencing the agenda.
- Strong numerical ability, experience and demonstrated capability in successfully applying financial analytical concepts in various scenarios.
- Significant experience and demonstrated capability in successful communication (written and verbal) and influencing skills. Uses a range of oral, written and visual mediums to communicate effectively to diverse audiences and situations.
- Significant analytical and critical thinking skills, experience and demonstrated capability in successfully applying analytical frameworks, including non-financial concepts to draw sound conclusions and make appropriate decisions.
- Significant experience and demonstrated successful capability in effectively building the capability of others, including the provision of guidance, coaching, and on -the -job training to less experienced people.
- A relevant tertiary qualification (e.g. commerce, economics, finance).

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. 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.

Delivery Leadership

Senior advisers work on and often have a leadership role in complex, ambiguous and sensitive work. Senior advisers are skilled at scoping a piece of work and making connections to related areas of work to deliver the result the Ministry needs. They effectively plan and manage projects, and anticipate issues before they arise. Senior advisers deliver and work with others to deliver products that are fit-for-purpose, timely, and high quality.

Self and Team Focus

Senior Advisers are honest & courageous, curious, self-aware & agile and resilient. Senior advisers focus on developing and cementing their professional skills so that they have a deep tool kit. They build capability within their team by pro-actively supporting more junior staff on core skills, stakeholder engagement, planning, and navigating through complex issues. Senior advisers model these behaviours.

Ministry Contribution

Senior advisers understand the Ministry's priorities and objectives, and contribute to accomplishing Ministry goals. Senior Advisers get involved across the Ministry. They foster a culture of learning, share their knowledge and experience, and help to challenge thinking.

Professional Capability

Senior advisers apply well-developed professional knowledge and skills to their work. Senior advisers are capable of working with minimal supervision but seek guidance on complex issues, and test possible solutions to problems. They know and use a range of techniques, models and frameworks relevant to their work, and use the most appropriate approach in a given situation.

(External) Engagement

Senior Advisers are connected outside the team and the Ministry – they are visible, valued and operate across a range of networks. Senior Advisers develop, build and share knowledge, collaborate with others, and influence the agenda. They effectively represent the Ministry's interests and are trusted advisers.

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.

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.

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Principal Adviser Position | Kaitohutohu Mātāmua – Transport Financing

The Principal Adviser – Transport Financing will be based within the Transport Financing team and will be expected to lead and support the achievement of the team's work programme and the wider achievement of Te Manatū Waka's objectives. The Principal Adviser will be a domain leadership position in economic, commercial and policy analysis within the team and across 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 Manager to drive advice on complex transport project funding and financing issues, and inter-related strategic policy agenda, and contribute to the development and implementation of the strategy and work programme for the team.
- Advancing, testing, and implementing commercial, economic and policy analysis methods, methodologies, tools and frameworks that support the provision of forward focused expert advice.
- Applying advanced frameworks and methods of analysis (including business case methodology) to identify policy problems, analyse the issues, consider the benefits, costs, risks and sensitivities, identify and assess the policy options, and make recommendations through a value for money lens.
- Providing policy advice and leading, shaping, and managing key transport projects and project 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 and 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 complex economic and commercial analysis and inter-related policy recommendations.
- Exercising commercial and/or economic skills and experience to be a domain expert across transport projects, within the Ministry and across the transport sector.
- Using oral and written communication and presentation skills to drive the domain expert role and advise in a constructive and persuasive manner.

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, to take a system view and provide strategic and co-ordinated advice.

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.

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

- Extensive understanding or experience of economic and/or commercial principles and how they relate to benefit cost analysis and decision making, and/or other frameworks to evaluate the value-for-money of proposed projects and investments.
- Proven ability to develop advice on funding and financing tools and methods relevant to the transport sector.
- Extensive experience and demonstrated successful capability in leading policy development and analysis in the public sector with a deep understanding of government policy-making procedures, and excellent political nous.
- Extensive experience and demonstrated successful capability in leading the planning and management of large, complex, risky, ambiguous, and sensitive policy projects/programmes, while working through others to achieve this and under pressure to meet tight timelines.
- Extensive knowledge, experience and demonstrated successful capability in the policy process and machinery of government, including understanding regulatory frameworks, interpreting legislation, and knowledge about associated government institutions, across multiple portfolio areas.
- Extensive experience and demonstrated capability in proactively and successfully building and maintaining effective working relationships and networks at all levels, internally and externally, including collaborating with others to achieve outcomes, and influencing the agenda.
- Extensive numerical ability, experience and demonstrated successful capability in adding significant value when applying financial analytical concepts in various scenarios. Has a strong reputation for this.

- Extensive experience and demonstrated capability in successful communication (written and verbal) and influencing skills. Uses a range of oral, written and visual mediums to communicate and influence effectively to diverse audiences and situations demonstrating political nous.
- Extensive analytical and intellectual thinking skills, experience and demonstrated successful capability in adding significant value when applying analytical frameworks, including nonfinancial concepts to draw well-considered conclusions and make good decisions.
- Extensive experience and demonstrated successful capability in effectively building the capability of others, including the provision of proactive coaching and identifying opportunities to develop people.
- A relevant tertiary qualification (e.g. commerce, economics, finance).

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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 Te Manatū Waka.



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