

# Te Whakahuatanga | Te Whakahuatanga

<b>Job title</b>	Adviser   Kaitohutohu		
<b>Group</b>	Policy / Sector Strategy / Investment & Monitoring / Performance & Governance		
<b>Reporting to</b>	Manager   Kaiwhakahaere		
<b>Location</b>	Wellington Office or Auckland Office		
<b>Direct reports</b>	N/A	<b>Security clearance</b>	N/A (Except a position in the Resilience & Security team requires a national security clearance)
<b>HR delegation</b>	N/A	<b>Finance delegation</b>	N/A
<b>Salary band</b>	Band 14, 15, 16 (dependent on experience/capability)	<b>Date</b>	April 2025

## 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 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 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**

## Adviser Position | Kaitohutohu

Policy Advisers work in a Policy Team in any of the following Te Manatū Waka Business Groups - *Policy, Sector Strategy, Investment & Monitoring or Performance and Governance*. The Adviser provides and contributes to high quality, well-researched and reasoned policy advice on transport issues, supports the team in the development of the Te Manatū Waka's strategies and provides high-quality written responses to, and advice about, official correspondence.

### What you will do | Te mahi

This role is responsible for:

#### Policy Participation

- Develop and maintain a good understanding of the principles and practices relating to transport policy
- Prepare policy advice on transport issues including Cabinet papers and briefs for the relevant Ministers, and comment on papers prepared by other agencies
- Conduct research relevant to transport
- Prepare or contribute to ministerial speeches, media statements and responses to parliamentary questions, and draft replies to ministerial and department correspondence
- Identify and analyse issues and trends, opportunities and problems relating to transport
- Develop policy advice, as far as possible, from conceptual stage through to Cabinet decision and legislation and implementation
- Support the passage of new legislation and its introduction in association with the Legal team

#### Project Participation

- Contribute to team and Ministry planning processes, and to the development of strategies and work programmes to enhance the overall effectiveness of the team and hence the professional standing of the Ministry of Transport

#### Representing the Ministry

- Attend Cabinet Committees and Select Committees as required
- Represent the Ministry of Transport in a wide range of situations, including government agencies, transport sector and community groups

#### General functions

- Meet the objectives and performance measures agreed to with the Manager
- Ensure records are created and maintained in accordance with the Public Records Act 2005 (specific recordkeeping responsibilities are located in the Ministry's Information Management Policy under "Information ownership, roles and responsibilities")

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
Policy teams and managers	Minister and Associate Minister and their offices
Finance, Legal, Engagement & Communications, Business Support teams	Transport sector entities
	Government agencies and other organisations
All managers and staff	External providers/Consultants

Adviser (Band 14)	Adviser Level 1 (Band 15)	Adviser Level 2 (Band 16)
	Experience in contributing to policy development.	Experience in successfully contributing to the end-to-end process of policy development across multiple portfolio areas.
	Experience in applying project management practices and principles.	Demonstrated capability in applying project management practices and principles and contributing to the successful delivery of projects.
	Experience in writing ministerial correspondence and briefings as well as interpreting legislation.	Experience and demonstrated capability in anticipating requirements to successfully prepare and complete written ministerial correspondence and briefings. Able to successfully interpret legislation across multiple portfolio areas.
Understands the importance of, and has some experience in, building and maintaining effective working relationships.	Experience in building and maintaining effective working relationships.	Experience and demonstrated capability in successfully building and maintaining effective working relationships and collaborating with others to achieve outcomes.
Numerical ability - understands financial analytical concepts.	Proficient numerical ability, experience and demonstrated capability in applying financial analytical concepts.	Well-developed numerical ability, experience and demonstrated capability in successfully applying financial analytical concepts in various scenarios.
Writing skills – ability to communicate effectively to diverse audiences.	Proficient writing skills, experience and demonstrated capability in successfully communicating effectively to diverse audiences.	Strong writing skills, experience and demonstrated capability in successfully interpreting and communicating effectively to diverse audiences.
Analytical skills - awareness of analytical frameworks, including non-financial concepts.	Proficient analytical skills, experience and demonstrated capability in using analytical frameworks, including non-financial concepts.	Strong analytical skills experience and demonstrated capability in successfully applying analytical frameworks, including non-financial concepts.
A relevant tertiary qualification.	A relevant tertiary qualification.	A relevant tertiary qualification.

## 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:



## 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. A key part of this is being clear about roles and expectations. Te Manatū Waka's expectations of Advisers are set out below. This is a multi level position, allowing for visible and clear career progression at Te Manatū Waka.

An individual appointed to an Adviser position as a recent graduate will be developing towards the expectations and selection criteria. Recent graduates will be remunerated at a graduate remuneration step for 12 months.

A fully capable Adviser Level 1 is expected to demonstrate consistent performance across Te Manatū Waka's expectations framework.

An Adviser Level 2 will demonstrate added depth and breadth across multiple projects and/or policy portfolio areas.

Advisers and their managers share responsibility to use these expectations to support an Adviser's performance and development. The intent is to clarify, make visible and clearly communicate expectations to ensure common understanding and consistency.



## 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.

