

Job Description | Te Whakahuatanga

Job title	Senior Adviser, Assurance Kaitohutohu Matua		
Group	Policy Kaupapa Here		
Reporting to	Programme Lead Maritime Security Oversight Committee Secretariat		
Location	Wellington Office		
Direct reports	N/A	Security clearance	TOP SECRET (Except a position in the Resilience & Security team requires a national security clearance)
HR delegation	N/A	Finance delegation	N/A
Salary band	Band 17	Date	May 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 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

Policy | Kaupapa Here

Te Manatū Waka, Ministry of Transport provides strategic and practical advice to Ministers, monitors and supports the Transport Sector Crown Entities and works in partnership with the Transport Sector Crown Entities to ensure the transport system optimises its contribution to New Zealand citizens. This role is part of the Resilience and Security team which sits within the Policy Group. The Policy Group is responsible for leading the provision of high-quality policy advice on many of the key priorities of the day, translating long term strategic priorities into practical policy interventions.

Senior Adviser, Assurance Position | Kaitohutohu Matua

The Senior Adviser Assurance supports the maritime security sector through the provision of high-quality assurance advice and products. This includes governance support to the MSOC and JMAG, assurance technical expertise (focused on sector risk management and measurement of Strategy implementation), stakeholder and relationship management, as well as well-researched project management.

What you will do | Te mahi

This role is responsible for:

- Leading the sector measurement framework to support MSOC oversight of progress towards Strategy implementation.
 - Integrating assurance into the implementation of the Strategy.
 - Working with maritime security agencies, refining measures and content to support appropriation management and the sector's reporting requirements.
 - Monitoring and reporting on sector activities relevant to the Strategy.
- Leading the maritime security sector risk framework to support governance oversight and management of New Zealand's maritime security risks.
 - Integrating risk practice into the implementation of the Strategy.
 - Provision of high-quality advice on risks.
- Providing governance support to the JMAG and MSOC as their board secretary.
- Supporting the National Maritime Coordination Centre's development of sector campaign plans for the implementation of the Strategy's four pillars (Engage, Understand, Prevent and Respond).
- Supporting the delivery of the sector Communications and Engagement plan.
- Developing and maintaining effective working relationships with multiple stakeholders across the maritime security sector and the national security system.
- Contributing to multiple pieces of work concurrently, actively and independently planning and managing workload.
- Providing guidance, on-the-job training and coaching to more junior team members.
- Representing the sector within the wider national security system.

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
All staff	Maritime security agencies staff
	Sector Ministers and their offices (through relevant agencies)
	Other New Zealand and overseas government agencies, the New Zealand maritime industry and other domestic and international organisations e.g.

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

Experience:

Essential:

- Demonstrated ability to build strong relationships, engage with, and influence senior leaders.
- Excellent communication skills, both written and oral.
- Understanding and experience of public sector requirements, accountability obligations and assessing agency performance.
- Experience in developing performance measures, and measurement reporting processes.
- Experience in risk management.
- Able to work autonomously and meet deadlines.
- Scoping and planning projects in ambiguous and complex areas.

Desirable:

- Ability to link strategy, planning, resourcing and performance together, to assist MSOC maximise its collective impact.
- Experience with board secretarial duties, including the preparation of meeting papers and minute taking.
- Eligibility to obtain and maintain a TOP SECRET Security Clearance.
- Knowledge of the maritime security sector.

Knowledge and Skills:

- Ability to identify risks as well as options to mitigate risks.
- Experience working with assurance frameworks (including risk, measurement, monitoring, and evaluation).
- Project management skills and the ability to set and meet deadlines.

Other requirements:

- A tertiary qualification or equivalent experience in a relevant field.

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



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.