

Job Description | Te Whakahuatanga

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

Public Service Purpose | Te Aronga o te Ratonga Tūmatanui

The public service supports constitutional and democratic government, enables both the current Government and successive governments to develop and implement their policies, delivers high-quality and efficient public services, supports the Government to pursue the long-term public interest, facilitates active citizenship, and acts in accordance with the law.

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 inform and advise the government on current and long-term transport issues by providing policy and investment advice to Ministers, leading regulatory reform, and monitoring the performance of the transport agencies that regulate or deliver transport services that New Zealanders rely on every day. 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 Ministry of Transport 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 transport.govt.nz | hei-arataki.nz

team in the development of the Ministry of Transport 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

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

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:



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

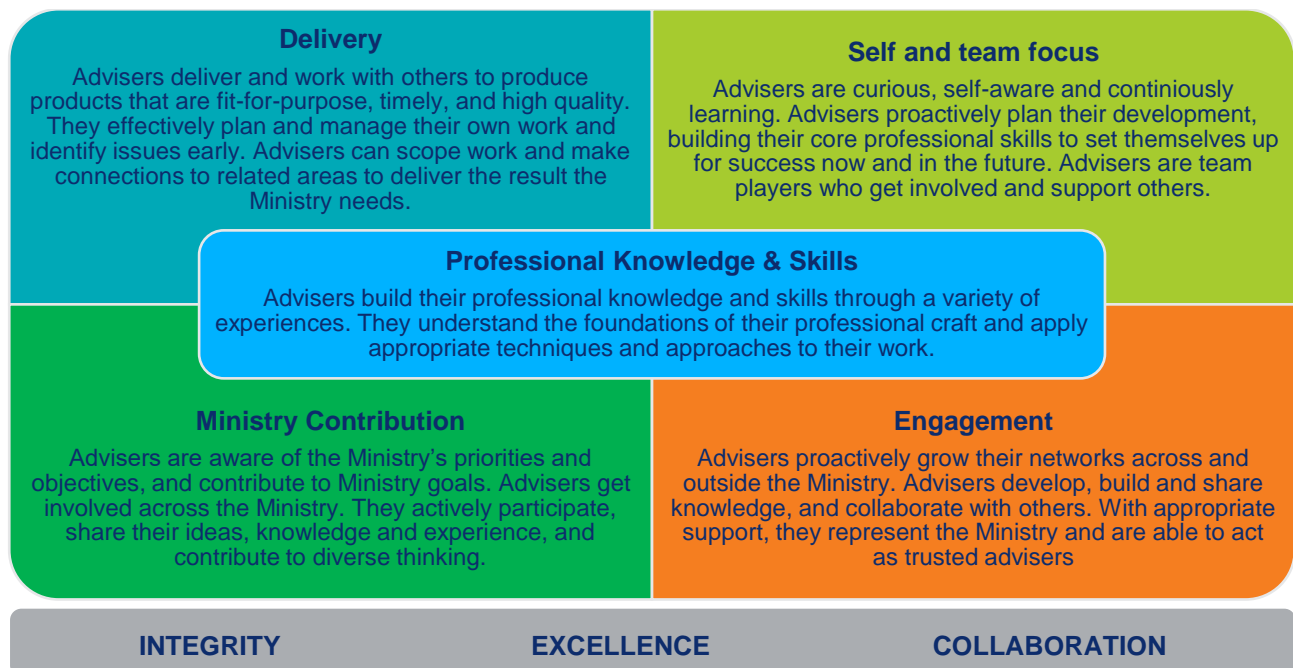
We are a high performing organisation. A key part of this is being clear about roles and expectations. The Ministry of Transport expectations of Advisers are set out below. This is a multi level position, allowing for visible and clear career progression at the Ministry of Transport.

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 the Ministry'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.

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.

Job Description | Te Whakahuatanga

Job title	Senior Adviser – Investment - Kaitohutohu Matua		
Group	Investment & Monitoring Group		
Reporting to	Manager Kaiwhakahaere - Investment		
Location	Wellington Office		
Direct reports	N/A	Security clearance	N/A
HR delegation	N/A	Finance delegation	N/A
Salary band	Band 17	Date	July 2025

Public Service Purpose | Te Aronga o te Ratonga Tūmatanui

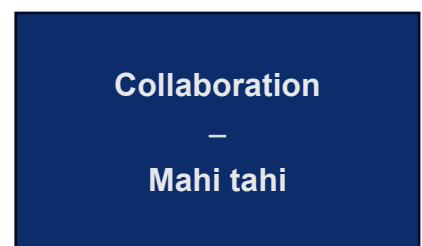
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Enabling a transport system that connects New Zealand – The Ministry of Transport's purpose

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Our values | Ngā uaratanga matua



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.

Investment

The Investment Team provides advice and maintains oversight around the direction and performance of the transport investment system. The role can be wide, ranging from leading the development of the annual transport budget, developing and managing the Government Policy Statement (GPS) on land transport, or providing advice on specific transport projects and investments.

Senior Adviser Position | Kaitohutohu Matua

The Senior Adviser – Investment will be expected to contribute, lead and support the achievement of the team's work programme and the wider Ministry's objectives. The position will provide high quality, well-researched policy advice and solutions to complex transport issues and have knowledge and / or experience around the assessment, appraisal and development of business cases. The Senior Adviser will be expected to have a thorough understanding of the intent of relevant legislation, economic and financial analysis, and ideally budget and business case methodologies and frameworks.

Te mahi | What you will do

This role is responsible for:

Delivery Leadership

- Scoping and planning budget and investment advice relating to transport projects, programmes and services, within complex and ambiguous areas.
- Providing policy, budget 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, managing risks and coordinating work with others.
- Contributing to multiple pieces of work concurrently and actively and independently planning and managing workload.
- Work in a proactive and positive manner with multiple internal teams, government agencies and external parties to ensure the quality of advice offered to Ministers and senior stakeholders.

Self and Team Leadership

- 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 to draw evidence-based conclusions.
- Applying economic skills and / or policy experience for investment and budget advice on transport projects and programmes.
- Deliver oral and written communication and presentations to provide free and frank advice.

Engagement

- Leading engagement with internal teams, delivery agencies, stakeholders and government agencies to ensure the advice provided is practical, effective, and high quality.

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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 (or ability to learn) of economic, budget and / or policy assessment, appraisal and development and the ability to utilise benefit cost analysis and/or other frameworks to evaluate proposed projects, investments and budget related proposals.
- 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. This includes being able to understand regulatory frameworks, interpreting legislation, and knowledge about associated government institutions, across multiple portfolio areas.
- Strong experience and demonstrated successful capability in end-to-end delivery of large policy projects/programmes, while working under pressure and managing tight timelines.
- Ideally, experience and demonstrated successful capability in the business case and/ or budget process, infrastructure investment, and the Investment Management System (IMS).
- 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 economic and/or 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 (i.e. presentations) 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).

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