

Job Description | Te Whakahuatanga

Job title	Senior Adviser – Corporate Accountability		
Group	Performance & Governance 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	December 2024

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

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 & 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 transport.govt.nz | hei-arataki.nz

functions, the team works proactively with all parts of the Ministry to enable and support compliance and drive better outcomes from our work.

Senior Adviser – Corporate Accountability

The Senior Adviser – Corporate Accountability works closely with the Adviser – Corporate Accountability, to ensure the Ministry meets its accountability obligations. They lead the development of the Ministry's corporate accountability documents and internal management reporting.

What you will do | Te mahi

This role is responsible for:

- Leading the production of the Ministry's accountability documents, including the Output Plan, Annual Report, Estimates and Annual Review hearing information, ensuring they meet external requirements.
- Leading the production of internal management reporting and advice.
- Provide oversight and advice on the effectiveness of the operating model and any areas of improvement, including identifying risks and mitigations.
- Providing expert advice to the team and wider Ministry on the standards and delivery of services.
- Supporting the Manager in the allocation of incoming work and to identify and implement improvements to processes, systems and frameworks,
- Coaching, advising and mentoring team members on accountability documentation, including supporting the overall capability development of the team.
- 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 & Executive Services team members	Minister and Associate Minister and their offices
Senior Leadership Team	Government agencies and other organisations
All Managers and staff	

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

- Strong experience and demonstrated successful capability in providing advice and leading corporate accountability matter for Ministers and senior leaders, including authoring briefings and internal memorandums
- Strong experience and demonstrated successful capability in end-to-end delivery of corporate accountability matters, while working under pressure and managing tight timelines.
- Strong experience in Select Committee requirements and processes
- Strong knowledge, experience and demonstrated successful capability with machinery of government, including interpreting relevant legislations (including Public Services Act 2020, Crown Entities Act 2000 and Public Finance Act 2004).
- 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.
- Significant experience and demonstrated capability in successful communication (written and verbal) and influencing skills.

- Significant analytical and critical thinking skills, experience and demonstrated capability in successfully applying analytical frameworks to draw sound conclusions and make appropriate decisions.
- Significant patience operating in a fast paced and changeable work environment, demonstrating your agility to respond.
- 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 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:



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'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.

The Senior Adviser - Corporate Accountability uses the same performance expectations as Senior Advisers.



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.

