

Job Description | Te Whakahuatanga

Job title	Senior Adviser - Commercial 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 18	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

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
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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 Commercial 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 Ministry of Transport objectives.

The position will provide high quality, well- researched commercial, financing, and/or economic 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 governments 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. This position will be responsible for advising on transport initiatives and projects at a national level, with multi-million budget and funding allocations.

What you will do | Te mahi

This role is responsible for:

- Leading and advising on complex transport project funding and financing issues (e.g. concession arrangements, private financing, debt markets and equity considerations, capital and commercial structuring, valuations, cashflow analysis), and inter-related strategic policy agenda, and contribute to the development and implementation of the work programme for the team.
- Demonstrating commercial capability to support a variety of tasks including developing information memorandum material, conducting financial modelling/analysis and identifying funding and financing solutions, and advising on commercial structuring, procurement, due diligence, and transaction execution.
- Apply critical thinking and adopting a pragmatic approach to problem-solving, using strong verbal and written communication skills to convey financial and commercial analysis in a simple and accessible way that builds confidence and influences stakeholders.
- Delivering financial and commercial transport advice that meet the needs of the Minister – communicating complex issues and trade-offs clearly, succinctly, and persuasively in risky, complex, ambiguous, or sensitive areas.
- Demonstrating a proactive and self-starter working style, using appropriate project planning and management techniques to manage risks and coordinate work with others and deliver to deadlines.
- Supporting multiple pieces of work concurrently, and actively and independently planning and managing workload.
- As needed, providing guidance and on-the-job training and coaching to more junior team members.
- Applying advanced frameworks and methods of analysis (including financial analysis and business case methodology) to identify problems, analyse the issues, consider the benefits, costs, risks and sensitivities, identify and assess the commercial options, and make recommendations through a value for money lens.
- Critically analysing information from a wide variety of domains and using in-depth knowledge of the transport financing and funding area to draw sound conclusions based on the judicious use of the available evidence.
- Demonstrating the necessary commercial, financial, and/ or economic skills and experience to be able to provide advice on funding and financing options available (or applicable) to transport projects.
- Adopting strong oral and written communication and presentation skills, conveying complex financial and commercial analysis in a simple and accessible way that influences buy in.

- Leading engagement with delivery agencies, stakeholders (including the private sector) and government agencies to ensure the advice provided is practical and effective.
- Engaging 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 Investment banks, concessionaires and other private sector stakeholders

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

- Applied experience and knowledge of commercial, financial 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.
- Proven ability to develop advice on funding and financing tools (e.g. financing models and the implications for debt and revenue) and methods relevant to the transport sector. This includes an understanding and application of financial analysis, valuation methodologies, due diligence requirements, and commercial structuring on asset-level transactions in sectors such as infrastructure, transport, and utilities.
- Strong experience and demonstrated successful capability in commercial, financial or economic advice development and analysis in the public or private sector with a solid understanding of commercial-making procedures, and good political nous.
- 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, a pragmatic approach to problem-solving, and experience and demonstrated capability in successfully applying analytical frameworks to draw sound conclusions.
- 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 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.



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.