

## Job Description | Te Whakahuatanga

<b>Job title</b>	Principal Adviser – Commercial   Kaitohutohu Matua		
<b>Group</b>	Investment & Monitoring Group		
<b>Reporting to</b>	Manager   Kaiwhakahaere		
<b>Location</b>	Wellington Office		
<b>Direct reports</b>	N/A	<b>Security clearance</b>	N/A
<b>HR delegation</b>	N/A	<b>Finance delegation</b>	N/A
<b>Salary band</b>	Band 19	<b>Date</b>	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

<b>Integrity</b> – <b>Tapatahi</b>	<b>Excellence</b> – <b>Kairangi</b>	<b>Collaboration</b> – <b>Mahi tahi</b>
--	---	---

### 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.

### Principal Adviser Position | Kaitohutohu Mātāmua – Transport Financing

The Principal Adviser Commercial will be based within the Transport Financing team and will be expected to lead and support the achievement of the team's work programme and the wider achievement of Te Manatū Waka's 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 government's transport objectives.

The Principal Adviser will be expected to have an excellent 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. The Principal Adviser has responsibility for providing thought leadership and supporting the overall capability of the team, as well as the delivery of their key objectives.

### What you will do | Te mahi

This role is responsible for:

- Partnering with the Manager to drive advice 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.
- Delivering and demonstrating excellent commercial capability to lead 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.
- Delivering strategic 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.
- Leading multiple pieces of work concurrently, and actively and independently planning and managing workload.
- Providing guidance and on-the-job training and coaching to more junior or less experienced 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 synthesising 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 high-level competence in 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 excellent 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.
- Leading engagement with stakeholders both within the Ministry and across government to shape and develop well-rounded advice, and effectively influencing the government's financial and commercial agenda with senior stakeholders
- Leading and shaping strategic advice, and conveying complex information succinctly on risky, complex, ambiguous, or sensitive projects.
- Supporting the team to ensure delivery of high-quality data advice and results to maximise the contribution that the team makes to Ministry outcomes and government goals.
- Taking a leadership role in cross-Ministry and cross-government policy projects and appropriately representing Group or Ministry views.
- Driving international best practice and creating opportunities for robust debate for the transport agenda.
- Identifying risks, looking for opportunities, and thinking about the next generation of policy issues in transport.

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

- Extensive understanding or experience of economic, financial, and/or commercial principles and 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 implications for debt and revenue) and methods relevant to the transport sector. This includes fundamental 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.
- Extensive experience and demonstrated successful capability in leading commercial, financial or economic advice development and analysis in the public or private sector with a deep understanding of government policy-making procedures, and excellent political nous.
- Extensive experience and demonstrated successful capability in leading the planning and management of

large, complex, risky, ambiguous, and sensitive projects/programmes, while working through others to achieve this and under pressure to meet tight timelines.

- Extensive experience and demonstrated capability in proactively and successfully building and maintaining effective working relationships and networks at all levels, internally and externally, including collaborating with others to achieve outcomes, and influencing the agenda.
- Extensive numerical ability, experience and demonstrated successful capability in and reputation for adding significant value when applying financial analytical concepts in various scenarios.
- Extensive experience and demonstrated capability in successful communication (written and verbal) and influencing skills. Uses a range of oral, written and visual mediums to communicate and influence effectively to diverse audiences and situations demonstrating political nous.
- Extensive analytical and intellectual thinking skills, experience and demonstrated successful capability in adding significant value when applying analytical frameworks to draw well-considered conclusions and make good decisions.
- Extensive experience and demonstrated successful capability in effectively building the capability of others, including the provision of proactive coaching and identifying opportunities to develop 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. Principal Advisers play a vital role towards achieving this goal. Clear expectations and being accountable for meeting them is crucial for a Principal Adviser's success and in supporting team members to achieve their expectations. The expectations outlined below provide a comprehensive outline of what is expected to be a successful Principal Adviser at the Ministry of Transport.



## 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.

