

Job Description | Te Whakahuatanga

Job title	Manager – Policy Kaiwhakahaere		
Group	Policy / Sector Strategy / Investment & Monitoring / Performance & Governance		
Reporting to	Deputy Chief Executive Pou Turuki Chief of Staff Tumuaki o ngā kaimahi		
Location	Wellington Office		
Direct reports	Up to 10	Security clearance	N/A (Except a position in the Resilience & Security team requires a national security clearance)
HR delegation	Level 3	Finance delegation	Level 3
Salary band	Band 20	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 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

Manager – Policy | Kaiwhakahaere

The Manager – Policy, works in either of the following Ministry of Transport’s Business Groups – *Policy, Sector Strategy, Investment & Monitoring or Performance & Governance*. They lead a Ministry of Transport Policy team to provide high quality, robust, evidence-based policy advice to improve transport outcomes for New Zealanders.

transport.govt.nz | hei-arataki.nz

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Te mahi | What you will do

This role is responsible for:

Delivery Management

- Set the strategy for the team and drive delivery of high-quality advice and results to maximise the contribution the team makes Te Manatū Waka outcomes and Government goals
- Provide high-quality, practical advice to Ministers, the Chief Executive, and Senior Leadership Team
- Apply advanced judgement in shaping the direction and approach to advice and tasks, prioritising and integrating across projects and teams
- Lead and support collaboration and engagement with other agencies, iwi, and external stakeholders to develop the provision of well-rounded, well-informed advice to decision makers
- Manage a balanced work programme that delivers on the Government priorities of the day and ensures we meet or exceed the Ministry of Transport's statutory responsibilities, including the handling of official information

People and Self Leadership

- Lead, inspire, develop, and motivate the team
- Build and enhance the overall capability of the team to ensure quality advice/outcomes
- Ensure effective leadership of direct reports including performance conversations, mentoring, ongoing development, and regular feedback loops

Management Fundamentals

- Maintain a high-performing team through good recruitment and performance management; and by developing and maintaining a culture of learning and development, safety and wellbeing within the team
- Undertake workforce planning to effectively manage the team within establishment, in line with the Ministry of Transport's policies and procedures
- Prepare the annual budget for the team within agreed corporate guidelines to ensure expenditure remains within budget, action is taken to avoid overspend and the budget is in line with Ministry of Transport's policies and procedures

System Leadership

- Effectively influence, and contribute to an authorising environment, through building and maintaining enduring relationships with senior stakeholders (including articulating and communicating the purpose of the team)

Collective Leadership

- Model exemplary leadership across Ministry of Transport aligned to Ministry of Transport's vision, values, and purpose
- Ensure that the team's ways of working provide flexibility and responsiveness to changing demands and priorities over time.
- Share and utilise resource to support all of Ministry priorities and to meet business needs, for example providing resource for Te Manatū Waka's Transport Response Team (TRT)
- Demonstrate and promote cultural diversity, understanding and inclusion within the Ministry of Transport and the communities we serve
- Proactively contribute to cross-Ministry committees and working groups

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.

Tou kapa | Who you will work with

Internal	External
Senior Leadership Team	Minister, Associate Minister(s) and their offices

Policy teams	Transport Sector Entities – Waka Kotahi, Maritime NZ, Civil Aviation Authority
All Managers and staff	Other government agencies, Crown Entities and other organisations
	Iwi, hapū, hāpori and Māori peak bodies
	Industry bodies

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

- Extensive policy experience, with the ability to advocate, influence and articulate policy to the Minister and to sector stakeholders
- Ability to conceptualise and think creatively, analyse options, priorities and arguments, articulate clear concepts and influence thinking at strategic and operational levels
- Experience in leading and developing and mentoring a diverse team of professional staff
- Experience in stakeholder relations and building effective working partnerships with other organisations, and the ability to manage a variety of internal and external relationships at various levels
- Experience of working in government, a sound understanding of the role of the public service and of working with Ministers and other government departments and agencies
- Extensive experience in influencing, negotiation, relationship development and organisational skills, and the ability to meet deadlines
- Experience in and a sound understanding of public policy; its development, advocacy and implementation, including managing legislation
- Sound judgement, ability to make difficult decisions, prioritise what matters most, and manage risk
- Understanding of Te Reo, Tikanga and Mātauranga Māori
- Budget management experience
- 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:



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. Managers play a vital role towards achieving this goal. Clear expectations and being accountable for meeting them is crucial for Manager's own success and in empowering team members to achieve their expectations.

These expectations outline what is expected to be a successful Manager within Te Manatū Waka. The intent is to clarify, make visible and clearly communicate expectations for all Managers to ensure common understanding and consistency.

The expectations are closely modelled on the Te Kawa Mataaho's Leadership Success Profile, adapted for the role of Managers at Te Manatū Waka.

