

Job Description | Te Whakahuatanga

Job title	Principal Adviser Kaitohutohu Mātāmua		
Group	Policy / Sector Strategy / Investment & Monitoring / Performance & Governance		
Reporting to	Manager Kaiwhakahaere		
Location	Wellington 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 18	Date	July 2025

Te Aronga o te Ratonga Tūmatanui | Public Service Purpose

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

Principal Adviser Position | Kaitohutohu Mātāmua

The Principal Adviser works in a Policy Team in any of the following the Business Groups – *Policy, Sector Strategy, Investment & Monitoring or Performance & Governance*. The Principal Adviser is a subject domain leadership position in the Ministry of Transport. 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:

Delivery Leadership

- Partnering with the Policy Manager to drive the strategic policy agenda and contributing to the development and implementation of the strategy for the team.
- Developing, testing, and implementing new ideas and policy frameworks that support the provision of forward focused expert advice.
- Providing policy advice and leading, shaping, and managing key policy projects and projects teams in risky, complex, ambiguous, or sensitive policy areas.
- 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.

People & Self Leadership

- Enhancing the overall capability of the team through coaching and mentoring team members during their day-to-day work, and against their longer-term development plans.

Intellectual Leadership

- Providing thought leadership to inform, drive and challenge Ministry thinking and support policy recommendations.

External Leadership

- Effectively influencing on domain topics through engagement and communication with senior stakeholders.
- Establishing and developing productive relationships with other transport sector agencies and the wider government sector.

Collective and Ministry Leadership

- 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

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

- Extensive experience and demonstrated successful capability in leading policy development and analysis in the public 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 policy projects/programmes, while working through others to achieve this and under pressure to meet tight timelines.
- Extensive knowledge, experience and demonstrated successful capability in the policy process and machinery of government, including understanding regulatory frameworks, interpreting legislation, and knowledge about associated government institutions, across multiple portfolio areas.

- 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 adding significant value when applying financial analytical concepts in various scenarios. Has a strong reputation for this.
- 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, including nonfinancial concepts 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.

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.

