

Job Description | Te Whakahuatanga

Job title	Senior Adviser – People & Capability		
Group	Corporate Services Te Kāhui Tangata		
Reporting to	Manager - People & Capability		
Location	Wellington Office		
Direct reports	Nil	Security clearance	N/A
HR delegation	N/A	Finance delegation	N/A
Salary band	Band 17	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>).

The Ministry of Transport's Purpose - Enabling a transport system that connects New Zealand | Te whakahehi 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

Corporate Services | Te Kāhui Tangata

The Corporate Services Group is responsible for delivering specialist advice and services to the Senior Leadership Team (SLT) and the Ministry, and ensuring that appropriate organisational systems, policies and processes are in place to enable the Ministry to deliver on our core functions.

transport.govt.nz | hei-arataki.nz

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AUCKLAND OFFICE: NZ Government Auckland Policy Office, PO Box 106483, Auckland 1143, New Zealand. PH: +64 4 439 9000

Senior Adviser – People & Capability Position

This role is part of the People & Capability (P&C) Team. The P&C Team provides strategic and operational guidance, advice and support on all aspects of P&C for the Ministry, including employee relations, industrial relations, induction, workforce planning, organisational development, learning and development, change management, staff engagement, payroll and P&C reporting, health, safety and wellbeing, remuneration, policies and people management.

The role of the Senior Adviser – People & Capability is to provide senior level advisory capability across the team. This is a generalist position and has broad responsibilities which will include fostering a positive work environment through effective employee and industrial relations, organisational development, talent management, and enhancing the skills and capabilities of our workforce, including less senior positions within the People and Capability Team.

The role supports the Manager, Business Partners and Principal Adviser within the People & Capability Team to deliver the Ministry's workforce strategy and execute it across the organisation. It will assist with building people leader capability in all aspects of people and organisational capability.

What you will do | Te mahi

This role is responsible for:

Delivery Leadership

- Maintaining oversight of all current employment relations (ER) cases, identifying trends, and sharing key insights with Business Partners – People & Capability, escalating high risk matters as required.
- Providing advice and support to people leaders on complex employment issues, and coaching Advisers – People & Capability to lead ER cases.
- Contributing to a constructive culture that enhances our people experience.
- Developing and improving P&C policies, procedures and processes.
- Keeping up to date on current legislation and how it is applied within People and Capability.
- Overseeing and monitoring the performance management system and processes with the Principal Adviser – Capability.
- Advising and supporting managers in performance management of staff, maintaining an overview of performance across the Ministry, identifying trends and escalating these to the Business Partners – People & Capability as required.
- Advising and supporting people leaders and People & Capability team members with Ministry change processes and restructuring, including coordination of consultation processes, preparing supporting documentation (e.g. consultation documentation, project timelines, position descriptions, decision documentation, letters, and scripts), facilitating selection processes, support of people transition plans to enable the business change, coaching leaders in the conversations and ensuring legal compliance.
- Allocating and overseeing work, coaching, mentoring, and supporting Advisers – People & Capability to develop their capability and ensure that the needs of managers are met and that the services and support provided are delivered to the highest standards.
- Building effective relationships with managers to provide coaching and support in the delivery of their people accountabilities.
- Working with managers to provide timely proactive and responsive solutions to assist them to develop and maintain an effective people management and leadership environment within their area of responsibility.
- Providing timely, accurate, best practice services, advice and support to managers across a broad range of people matters including workforce planning, recruitment, induction, employment relations, remuneration, recognition and reward, development, performance management and change management.
- Accessing expertise from the wider People & Capability team to ensure that the advice, support and solutions provided to managers are considered best practice and consistent with organisational policy and direction.

- Co-ordinating the delivery of specialist health and safety services, advice and support to ensure business needs are met.
- Supporting managers to establish effective approaches to engaging employees and workforce representative groups on matters affecting their work and working environment.
- Contributing as a project team member to a wide range of projects focused on the development of new initiatives, programmes and policies across all aspects of People & Capability.
- Leading and/or contributing to the development, implementation and maintenance of P&C policies, ensuring policies are widely available to staff.
- Participating in organisational projects as a representative of the team, working with people leaders and others.
- Contributing to, maintaining knowledge of, and practices Health and Safety processes and initiatives.

Self and Team Focus

- Providing guidance and on-the-job training and coaching to the Coordinator and Advisers - People & Capability, and Ministry leaders.
- Working collaboratively with and provide support to the Manager - People and Capability, Principal Adviser - Capability and Business Partners – People & Capability.

Other

- Managing or contributing to other P&C projects/work as and when required.

Professional Capability

- Continuing to build knowledge actively and regularly by keeping up to date with research and trends.
- Regularly monitoring and addressing the latest Public Service Commission's sector-wide work/priorities.

External Capability

- Attend relevant practitioner forums and sessions to maintain networks and knowledge.

Ministry of Transport Contribution

- Understand and drive cultural awareness and understanding of how we honour our obligations under the Treaty of Waitangi.

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
People and Capability Team	HR Professional bodies
Senior Leadership Team	Unions and staff representatives
All managers and staff	External Providers/Consultants
	Government agencies and other organisations

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

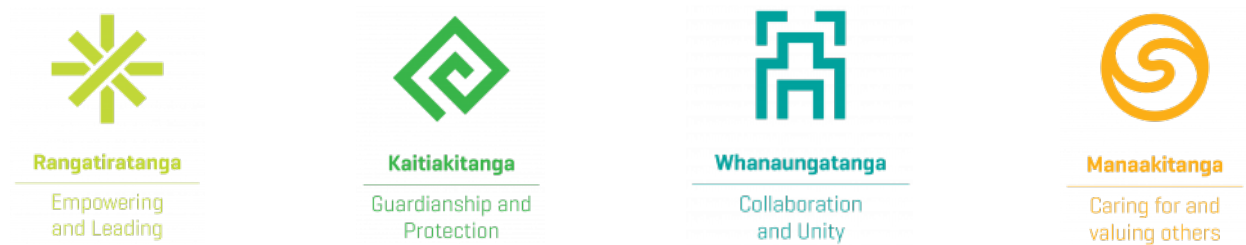
- 5+ years of generalist HR experience
- Solid knowledge of NZ employment law and ability to confidently navigate ER/IR complexity
- Experience and working knowledge of workplace health and safety in a New Zealand context
- The ability to clearly communicate with all written forms of communication
- Proficiency in coaching, influencing and persuading to achieve the necessary outcomes
- Effectively dealing with ambiguity and influencing teams to embrace accountability, growth, and new ways of working

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 from 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 of Transport'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.



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The role of the Senior Adviser – Capability has broad responsibilities which will include implementing the workforce strategy for the Ministry, enhancing the skills and capabilities of our workforce, organisational development and talent management initiatives.

The role supports the Manager and Business Partners within the People & Capability Team to deliver the Ministry's workforce strategy and execute it across the organisation. It will assist with building people leader capability in all aspects of people and organisational capability and maintaining and reviewing our capability frameworks.

What you will do | Te mahi

This role is responsible for:

Delivery Leadership

- Implementing the Ministry's workforce strategy.
- Building effective relationships with managers to provide coaching and support in the delivery of their people accountabilities.
- Working with managers to provide timely proactive and responsive solutions to assist them to develop and maintain an effective people management and leadership environment within their area of responsibility.
- Lead the design, development, implementation and evaluation of learning and capability initiatives.
- Providing timely, accurate, best practice services, advice and support to managers across a broad range of people matters including development, workforce planning, induction, recognition and reward, and performance management.
- Identify the current and future capability needs of the Ministry and ensure that this is reflected in any learning strategies, frameworks, programmes and solutions.
- Developing, delivering and monitoring the effectiveness of programs and initiatives to lift specialist/technical capability, and providing advice and guidance to the Ministry leadership team around capability and development related matters.
- Ensure that the Ministry capability and development work programme is effective at supporting the development of a highly capable workforce and is in-alignment with organisational priorities.
- Accessing expertise from the wider People & Capability team to ensure that the advice, support and solutions provided to managers are considered best practice and consistent with organisational policy and direction.
- Supporting managers to establish effective approaches to engaging employees and workforce representative groups on matters affecting their work and working environment.
- Contributing as a project team member to a wide range of projects focused on the development of new initiatives, programmes and policies across all aspects of People & Capability.
- Leading and/or contributing to the development, implementation and maintenance of P&C policies, ensuring policies are widely available to staff.
- Participating in organisational projects as a representative of the team, working with people leaders and others.

Self and Team Focus

- Providing guidance and on-the-job training and coaching to the Coordinator and Advisers - People & Capability, and Ministry leaders as appropriate.

- Working collaboratively with and provide support to the Manager - People and Capability, and Business Partners – People & Capability.

Other

- Managing or contributing to other P&C projects/work as and when required.

Professional Capability

- Continuing to build knowledge actively and regularly by keeping up to date with research and trends.
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What you will bring | Te mea e mauria mai e koe

- A relevant tertiary qualification and/or equivalent knowledge gained through professional experience.
- The ability to clearly communicate with all verbal and written forms of communication
- Proficiency in coaching, influencing and persuading to achieve the necessary outcomes
- The ability to deal with ambiguity and influence teams to embrace accountability, growth, and new ways of working
- Confidence and skill in influencing and engaging at all levels of an organisation.
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- Experience in Project Management and developing and delivering a strategic work plan.
- A broad knowledge of the machinery of government and working in the public sector.

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