

# Job Description |

## Te Whakahuatanga

<b>Job title</b>	Adviser   Kaitohutohu		
<b>Group</b>	Policy / Sector Strategy / Investment & Monitoring / Performance & Governance		
<b>Reporting to</b>	Manager   Kaiwhakahaere		
<b>Location</b>	Wellington Office or Auckland Office		
<b>Direct reports</b>	N/A	<b>Security clearance</b>	N/A (Except a position in the Resilience & Security team requires a national security clearance)
<b>HR delegation</b>	N/A	<b>Finance delegation</b> N/A	
<b>Salary band</b>	Band 14, 15, 16 (dependent on experience/capability)	<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| Te whakahei 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

<b>Integrity</b> — <b>Tapatahi</b>	<b>Excellence</b> — <b>Kairangi</b>	<b>Collaboration</b> — <b>Mahi tahi</b>
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### Adviser Position | Kaitohutohu

Policy Advisers work in a Policy Team in any of the following Ministry of Transport Business Groups - *Policy, Sector Strategy, Investment & Monitoring or Performance and Governance*. The Adviser provides and contributes to high quality, well-researched and reasoned policy advice on transport issues, supports the [transport.govt.nz](https://www.transport.govt.nz) | [hei-arataki.nz](https://www.transport.govt.nz/hei-arataki.nz)

team in the development of the Ministry of Transport strategies and provides high-quality written responses to, and advice about, official correspondence.

### **What you will do | Te mahi**

This role is responsible for:

#### **Policy Participation**

- Develop and maintain a good understanding of the principles and practices relating to transport policy
- Prepare policy advice on transport issues including Cabinet papers and briefs for the relevant Ministers, and comment on papers prepared by other agencies
- Conduct research relevant to transport
- Prepare or contribute to ministerial speeches, media statements and responses to parliamentary questions, and draft replies to ministerial and department correspondence
- Identify and analyse issues and trends, opportunities and problems relating to transport
- Develop policy advice, as far as possible, from conceptual stage through to Cabinet decision and legislation and implementation
- Support the passage of new legislation and its introduction in association with the Legal team

#### **Project Participation**

- Contribute to team and Ministry planning processes, and to the development of strategies and work programmes to enhance the overall effectiveness of the team and hence the professional standing of the Ministry of Transport

#### **Representing the Ministry**

- Attend Cabinet Committees and Select Committees as required
- Represent the Ministry of Transport in a wide range of situations, including government agencies, transport sector and community groups

#### **General functions**

- Meet the objectives and performance measures agreed to with the Manager
- Ensure records are created and maintained in accordance with the Public Records Act 2005 (specific recordkeeping responsibilities are located in the Ministry's Information Management Policy under "Information ownership, roles and responsibilities")

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**

<b>Internal</b>	<b>External</b>
Policy teams and managers	Minister and Associate Minister and their offices
Finance, Legal, Engagement & Communications, Business Support teams	Transport sector entities Government agencies and other organisations
All managers and staff	External providers/Consultants

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

<b>Adviser (Band 14)</b>	<b>Adviser Level 1 (Band 15)</b>	<b>Adviser Level 2 (Band 16)</b>
	Experience in contributing to policy development.	Experience in successfully contributing to the end-to-end process of policy development across multiple portfolio areas.

	Experience in applying project management practices and principles.	Demonstrated capability in applying project management practices and principles and contributing to the successful delivery of projects.
	Experience in writing ministerial correspondence and briefings as well as interpreting legislation.	Experience and demonstrated capability in anticipating requirements to successfully prepare and complete written ministerial correspondence and briefings. Able to successfully interpret legislation across multiple portfolio areas.
Understands the importance of, and has some experience in, building and maintaining effective working relationships.	Experience in building and maintaining effective working relationships.	Experience and demonstrated capability in successfully building and maintaining effective working relationships and collaborating with others to achieve outcomes.
Numerical ability - understands financial analytical concepts.	Proficient numerical ability, experience and demonstrated capability in applying financial analytical concepts.	Well-developed numerical ability, experience and demonstrated capability in successfully applying financial analytical concepts in various scenarios.
Writing skills – ability to communicate effectively to diverse audiences.	Proficient writing skills, experience and demonstrated capability in successfully communicating effectively to diverse audiences.	Strong writing skills, experience and demonstrated capability in successfully interpreting and communicating effectively to diverse audiences.
Analytical skills - awareness of analytical frameworks, including non-financial concepts.	Proficient analytical skills, experience and demonstrated capability in using analytical frameworks, including non-financial concepts.	Strong analytical skills experience and demonstrated capability in successfully applying analytical frameworks, including non-financial concepts.
A relevant tertiary qualification.	A relevant tertiary qualification.	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. A key part of this is being clear about roles and expectations. The Ministry of Transport expectations of Advisers are set out below. This is a multi level position, allowing for visible and clear career progression at the Ministry of Transport.

An individual appointed to an Adviser position as a recent graduate will be developing towards the expectations and selection criteria. Recent graduates will be remunerated at a graduate remuneration step for 12 months.

A fully capable Adviser Level 1 is expected to demonstrate consistent performance across the Ministry's expectations framework.

An Adviser Level 2 will demonstrate added depth and breadth across multiple projects and/or policy portfolio areas.

Advisers and their managers share responsibility to use these expectations to support an Adviser's performance and development. 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.

### CURIOS

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.

# Job Description | Te Whakahuatanga

<b>Job title</b>	Senior Adviser   Kaitohutohu Matua		
<b>Group</b>	Policy / Sector Strategy / Investment & Monitoring / Performance & Governance		
<b>Reporting to</b>	Manager   Kaiwhakahaere		
<b>Location</b>	Wellington Office		
<b>Direct reports</b>	N/A	<b>Security clearance</b>	N/A (Except a position in the Resilience & Security team requires a national security clearance)
<b>HR delegation</b>	N/A	<b>Finance delegation</b>	N/A
<b>Salary band</b>	Band 17	<b>Date</b>	July 2025

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## Senior Adviser Position | Kaitohutohu Matua

The Senior Adviser works in a Policy Team in any of the following Ministry of Transport Business Groups – *Policy, Sector Strategy, Investment & Monitoring or Performance & Governance*. The Senior Adviser contributes to the achievement of the Ministry of Transport’s objectives by providing high quality, well-researched policy advice and solutions to complex transport issues, which, by understanding the intent of

legislation and mentoring staff, the position contributes to and promotes, the Ministry of Transport's strategic policy framework and associated policy outcomes for the transport sector.

### What you will do | Te mahi

This role is responsible for:

#### *Delivery Leadership*

- Scoping and planning policy projects in ambiguous and complex areas
- Providing policy advice that meet the needs of the Minister communicating complex issues, using concepts clearly and succinctly
- Using appropriate project planning and management techniques, manage risks and coordinate work with others
- Contributing to multiple pieces of work concurrently and actively and independently planning and managing workload

#### *Self & Team Leadership*

- Providing guidance and on-the-job training and coaching to more junior team member

#### *Professional Capability*

- Applying advanced frameworks and methods of analysis to identify policy problems, analyse the issues, and identify and assess the policy options
- Critically synthesising information from a wide variety of domains and using in-depth knowledge of the policy area to draw sound conclusions based on the judicious use of the available evidence

#### *Engagement*

- Leading engagement with some delivery agencies, stakeholders and government agencies to ensure the advice provided is practical and effective

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

- Strong experience and demonstrated successful capability in policy development and analysis in the public sector with a solid understanding of government policy-making procedures, and good political nous.
- Strong experience and demonstrated successful capability in end-to-end delivery of large policy projects/programmes, while working under pressure and managing tight timelines.
- Strong 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.
- 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, experience and demonstrated capability in successfully applying analytical frameworks, including non-financial concepts to draw sound conclusions and make appropriate decisions.
- 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.

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## Performance Expectations | Mahi, he aha te mea e tumanakohia ana

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## Delivery Leadership

Senior advisers work on and often have a leadership role in complex, ambiguous and sensitive work. Senior advisers are skilled at scoping a piece of work and making connections to related areas of work to deliver the result the Ministry needs. They effectively plan and manage projects, and anticipate issues before they arise. Senior advisers deliver and work with others to deliver products that are fit-for-purpose, timely, and high quality.

## Self and Team Focus

Senior Advisers are honest & courageous, curious, self-aware & agile and resilient. Senior advisers focus on developing and cementing their professional skills so that they have a deep tool kit. They build capability within their team by pro-actively supporting more junior staff on core skills, stakeholder engagement, planning, and navigating through complex issues. Senior advisers model these behaviours.

## Ministry Contribution

Senior advisers understand the Ministry's priorities and objectives, and contribute to accomplishing Ministry goals. Senior Advisers get involved across the Ministry. They foster a culture of learning, share their knowledge and experience, and help to challenge thinking.

## Professional Capability

Senior advisers apply well-developed professional knowledge and skills to their work. Senior advisers are capable of working with minimal supervision but seek guidance on complex issues, and test possible solutions to problems. They know and use a range of techniques, models and frameworks relevant to their work, and use the most appropriate approach in a given situation.

## (External) Engagement

Senior Advisers are connected outside the team and the Ministry – they are visible, valued and operate across a range of networks. Senior Advisers develop, build and share knowledge, collaborate with others, and influence the agenda. They effectively represent the Ministry's interests and are trusted advisers.

## INTEGRITY

## EXCELLENCE

## COLLABORATION

## Leadership Success Profile – capabilities | Pūkete Arataki Whaihua

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