



Position Description

Title:	Principal Advisor – NLTP Development
Group:	Corporate Support
Reports to:	NLTP Development Manager
Band:	19
Date:	March 2021

Context

Our purpose

Waka Kotahi. Moving. Together.

A land transport system connecting people, products and places for the thriving Aotearoa.

Group and team purpose

The Corporate Support Group provides key specialist corporate functions that are core to enabling Waka Kotahi to run efficiently and to achieve organisational excellence internally and for the land transport system. These functions include legal services, managing corporate risks and managing the Waka Kotahi investment and financial systems and processes.

Within Corporate Support, the National Land Transport Programme (NLTP) team is responsible for leading the development of the NLTP which sets out how the government intends to invest in the development and maintenance of the transport system.

Position purpose

This role plays an integral part in driving the improvement and development of the NLTP. Leading the identification, scoping and delivery of improvements that enhance the efficiency and effectiveness of the NLTP development process and that ensure best practice land transport planning and investment in New Zealand. Partnering with workstream leads across Waka Kotahi to enable the delivery of workstreams by providing a mix of leadership, programme/project management, change management, analysis and advice.

Key relationships

Internal:

- Waka Kotahi Executive and Senior leaders
- Waka Kotahi NLTP Development Leads
- Waka Kotahi stakeholders especially Transport Services, Investment Assurance, Engagement and Partnerships etc.
- Lead Strategic Planners
- Enterprise Change
- People Group, Learning and Development CoE

External:

- Ministry of Transport
- Approved Organisations

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- Other Government Agencies
 - Stakeholder representative groups including Local Government New Zealand, the Road Efficiency Group, Transport Special Interest Group and Road Controlling Authority Forum
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Dimensions

Location: Wellington

What the position involves

Accountabilities

As well as being accountable for the Waka Kotahi values and behaviours, your role has the following specific key accountabilities:

- Taking a whole of organisation and sector approach, including thinking and operating at system level.
- Representing Waka Kotahi and Corporate Support credibly and professionally.
- Ensuring that external stakeholder interests and perspectives are well considered and represented to Waka Kotahi.
- Demonstrating partnership, courage and leading from the front with shared evidence and joint strategy to achieve outcomes.
- Scope, develop, design and implement NLTP development programmes.
- Implement inclusive customer-centered process, using insights and analysis to identify improvement opportunities that will enhance the process of NLTP Development for Waka Kotahi employees and/or local government partners.
- Provide a mix of strategic thought leadership, programme/project leadership and change management, including providing clear direction, strong support and analysis.
- Develop and deliver improvements to processes, operational policies, systems and frameworks.
- Partner with Enterprise Change and Learning and Development to cascade and support the successful implementation of changes to NLTP Development.
- Engaging with executive and senior leadership teams to build support and momentum for the initiatives.
- Lead lessons learnt reviews that help to capture learnings that help Waka Kotahi continuously improve NLTP Development.
- Ensuring a strong outcome and risk management focus.
- Ensuring strategic alignment internally and externally.
- Communicating in clear, compelling ways that take others with you and influence processes, conditions, systems, culture and people

There is an expectation that the role accountabilities may evolve over time. You may also be involved in other activities as part of a career and development plan. These will be reflected in your performance and development goals that are set in discussion with your People Leader.

Values and Behaviours

Our values and behaviours underpin everything we do and form the core behavioural expectations for your role.

NGĀKAU AROHA Have heart means we have the wellbeing of our people, community and planet at the heart of everything we do. As Waka Kotahi we:

- Contribute to a safe and sustainable environment.
- Show respect for all people.
- Treat others how we would like to be treated.
- Are inclusive and connected
- Look out for each other

KOTAHITANGA Better together means we achieve great things when we work together to build trusted relationships inside and outside of Waka Kotahi. As Waka Kotahi we:

- Build better relationships
- Join up our thinking and our doing
- Remove barriers to collaboration
- Seek and listen to others perspectives to learn and grow
- Invite conversation and feedback and always improve

KIA MĀĪA Be brave means our outcomes are better when we bring courage and self-belief to our passion and purpose. As Waka Kotahi we:

- Speak up when it matters
- Challenge to achieve the right outcome
- Make and own the tough decisions
- Find different perspectives to challenge thinking
- Face up to the difficult issues

MAHIA Nail it means we create enduring legacy, delivering our best work every day. As Waka Kotahi we:

- Are clear on what's important
- Deliver on the right outcomes
- Hold ourselves to account
- Help others succeed
- Celebrate success

As a member of the state sector we also hold ourselves to the highest standards of integrity and conduct. More information on all the behaviours and standards are included in the Waka Kotahi Code of Conduct.

The value you will bring

Knowledge and experience:

- Experience with large scale government investment processes and tools.
- Experience providing formal programme/project management on significant government programmes/projects.
- Experience identifying/implementing effective change management practices
- Highly developed influencing, networking and interpersonal skills and the ability to build and maintain effective and trusted relationships.
- Experience and competence engaging with Senior Leaders to build momentum, facilitate progress and overcome barriers.
- Demonstrated ability to influence and lead diverse groups.
- Experienced at traversing ambiguity and bringing a structured approach to scoping and completing work.
- Highly effective written and oral presentation and communication and advocacy skills.

Qualifications:

- A tertiary qualification in a relevant discipline or equivalent experience.
- A programme or portfolio management qualification or equivalent experience.
- A business analysis qualification or equivalent experience.

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