



Position Description

Title:	Senior Strategic Analyst - Climate Emergency Response
Group:	Office of the Chief Executive
Reports to:	Programme Manager, Climate Emergency Response
Band:	17
Date:	August 2022

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 Office of the Chief Executive is responsible for ensuring the Chief Executive, Executive Leadership Team and the Board receives high quality strategic advice and support on key organizational priorities.

Haumara Taiao, part of the Office of the Chief Executive; leads, designs and enables change to prevent harm to people, places and planet.

The Climate Emergency Response Programme Management Office, is responsible for managing the efficient and effective delivery of those climate initiatives funded by the Climate Emergency Response Fund (CERF) that are to be led or co-led by Waka Kotahi in accordance with direction set by the Crown.

Position purpose

The Senior Strategic Analyst supports the Climate Emergency Response Programme Management Office and other teams across Waka Kotahi and our partners to deliver climate initiatives so that they achieve the results specified by the Crown.

The purpose of the Senior Strategic Analyst role is to provide robust strategic analytics, insight and advice, undertaking research and evaluation in order to inform pathways forward. The Senior Strategic Analyst will also undertake programme and workstream monitoring and reporting as well as provide thought leadership and advice across the CERF programme and workstreams.

Key relationships

Internal:

- Climate Emergency Response – programme management and workstream teams
 - Haumara Taiao leadership team and staff
 - Toitū Te Taiao team
 - Strategic policy, system planning, investment, research and analytics teams
 - All Waka Kotahi business groups
-

External:

- Ministry of Transport, Ministry for the Environment, Ministry for Housing and Urban Development, Climate Change Commission, EECA, local government
- Environmental and public health influencers, organisations and representative groups
- Research institutes and networks

Dimensions

Location: Wellington or Auckland

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:

- Supports the successful delivery of Climate Emergency Response Fund initiatives led or co-led by Waka Kotahi.
- Supports the implementation of the Emissions Reduction Plan as it relates to land transport and Waka Kotahi.
- Provides high quality objective analysis of both quantitative and qualitative data within specified time frame, both on a regular basis and on an ad hoc basis as requested.
- Development and preparation of analysis and insight, trend reporting and deep dives reporting
- Participates in the design of output and outcomes measures, performance indicators and reporting tools to support decision making
- Develops supporting process for the delivery of information intelligence and regular reporting
- Champions the improvement of all aspects of reporting, including data quality; timeliness; insights; automation and the ability to drill down
- Develops and maintains relationships with key stakeholders; values teamwork and collaboration
- Ability to tell a compelling story to different audiences using data, numbers and visuals in a simple manner
- Contribute to wider Waka Kotahi performance reporting environment.
- Enables, supports and models ways of working that enhance integration, co-ordination as well as collaborative behaviour throughout the CERF programme, with the wider functions and activities of Waka Kotahi as well as the transport sector more generally.

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.

Working effectively with Māori

Te Ara Kotahi – our Māori Strategy – supports Waka Kotahi to work effectively with Māori and is underpinned by uara (values) and our mātāpono (principles) of – Rangatiratanga, Manaakitanga, Kaitiakitanga, Whanaungatanga, Te Tiriti o Waitangi, Mana o te Reo, Huna Kore (no surprises approach), Auahatanga (creativity and innovation), Whakapono (integrity and honesty) and in recognition of Cultural Values.

As Waka Kotahi is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful

relationships is important to work effectively with Māori, stakeholders and other agencies.

We accept our privileged role and responsibility to the partnership of the Treaty of Waitangi / Te Tiriti o Waitangi.

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 work 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 to learn and grow
- Invite conversation and feedback and always improve

KIA MĀIA *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.

SPIRIT OF SERVICE

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

More information on all the behaviours and standards are included in the Waka Kotahi Te Tikanga Whanonga – Our Code of Conduct.

The value you will bring

Knowledge and experience:

- Significant and proven experience in transport and business analysis (approximately 5+ years) with a strong understanding of and experience with a wide variety of analytical techniques and tools
- A proven track record in evaluating and resolving complex issues
- The ability to translate complex ideas into audience appropriate language, including via the use of diagrams and models
- Experience with service design tools and techniques, including the creation of customer experience maps, service blueprints and prototyping is desirable
- Knowledge of and experience with agile delivery methods such as Scrum is desirable
- Knowledge of change management frameworks such as Prosci ADKAR is desirable
- Exposure to regulatory functions and government information management practices and standards would be an advantage
- Great attitude, collaborative workstyle and agile mindset.

Qualifications:

- A tertiary qualification in a relevant discipline (transport analytics, climate or environmental analytics, business management), or equivalent experience
- Certification in Business Analysis, process improvement or agile methods would be advantageous

You will demonstrate knowledge of, or a willingness to gain an understanding of Te Ao Māori and promote tikanga and Te Reo Māori. You will also have knowledge of, or a willingness to gain an appreciation of te Tiriti o Waitangi (the Treaty of Waitangi) as it applies in the public sector.

To learn more about what we do visit www.nzta.govt.nz