



Position Description

Title:	Senior Governance Advisor
Group:	Transport Services
Reports to:	Principal Advisor/Advisory and Governance Lead (Programmes)- NZUP
Band:	17
Date:	April 2022

Context

Our purpose	<i>Waka Kotahi. Moving. Together</i> A land transport system connecting people, products and places for the thriving Aotearoa.
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Group and team purpose

The Transport Services Group is responsible for the policy, planning, design, delivery and maintenance of transport system operations and improvements. With a focus on developing an integrated multimodal transport system, Transport Services works alongside local and central government partners to ensure optimal investment that delivers the best long-term transport outcomes.

The New Zealand Upgrade Programme (NZUP) will provide growing communities across the country with better travel choices that help people get where they're going safely and more sustainably. Waka Kotahi and KiwiRail are delivering the Government's \$8.7 billion transport investment with 20 major projects in our main growth areas and 13 regional state highway improvement projects across the country.

Position purpose

The purpose of this role is to provide advice and support to the Principal Advisor/Advisory and Governance Lead (Programmes) on programme governance matters specifically required to support effective delivery of Waka Kotahi's Transport Services programmes. This includes the New Zealand Upgrade, Supporting Regions and Low Cost Low Risk programmes.

You will be a trusted senior advisor and governance coordinator working directly with the Programme and Project Sponsors and Directors, Governance Group chairs and members, Waka Kotahi executive and senior managers, key programme partners and stakeholders, and supporting Subject Matter Experts (SMEs). This will primary include coordinating and supporting effective and efficient programme governance management, operation and reporting, and providing as required governance advisory support, including effectiveness and refinement advice.

This will involve planning, management and coordination of programme governance activities. This will include programme governance activity forward planning and integration with programme and project delivery expectations and requirements,

coordination of governance reporting, directing paper preparation including review and refinement, and governance minuting and managing follow up actions.

Key relationships

Internal:

- Advisory and Governance Lead (Programmes) /Principal Advisor
- Programme and Project Governance and Steering Group Chairs
- Programme and Project Sponsors and Directors
- Executive and Senior Managers
- Chair- Value, Outcome and Standards (VOS)
- Programme Sponsor's Advisory Group (PSAG)
- Project Sponsors Group
- Programme Teams- Discipline leads and Advisors
- Ministerial Services
- Waka Kotahi Teams and SMEs

External:

- Ministry of Transport
- Treasury
- KiwiRail – NZUP team, incl. Chief Executive, Programme Director and Manager
- Other Government Agencies
- Alliance Boards
- Community Stakeholders
- Central Government transport sector agencies
- Local authorities
- Supply and transport system partners

Dimensions

Location: Preferably Wellington or Auckland based.

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:

- **Programme Governance Advisory Support:**
 - Provide timely, high-quality advice and support to the Principal Advisor/Advisory and Governance Lead (Programmes) on programme governance matters required to support effective delivery of Waka Kotahi's Transport Services programmes.
 - Support and provide advice on the governance process.
 - Support the establishment of and conduct evaluations of programme and project governance structures, groups and processes to ensure their effectiveness and efficiency.
 - Proactively identify and deliver timely, high-quality advice on issues relating to programme governance that may impact on the programme
- **Governance protocols and guidance:**
 - Actively support and lead the development of protocols and guidance material, to ensure it is readily accessible, and utilized with by those preparing papers.
 - Provide professional support as and when required. This includes providing advice to governance boards and committees on matters such as policies and protocols to support the effective functioning of boards.
- **Governance papers- governance, advisory and steering groups:**
 - Work with programme and project sponsors and directors, and subject matter experts to ensure requirements for papers are fully understood and issues for discussion are clearly identified
 - Review governance papers to ensure papers meet quality standards and have the information required to make informed decisions. Also identify any issues that may arise and ensure these are addressed before the meeting, where possible.
- **Programme Governance management and operation support**
 - Attend programme governance (Governance group, advisory and steering groups as required) meetings to capture minutes and actions and distribute post meeting as appropriate.
 - Proactively manage governance agenda forward planning, coordination, and setting, including scheduling and prioritising of items
 - Proactively support the management of agenda planning and integration between programmes and projects to ensure decision making alignment that delivers against programme and project delivery expectations and requirements
 - Proactively manage follow up of action points by working with key stakeholders.
- **Relationships:**
 - Establish and maintain effective internal and external working relationships required to support effective programme governance functioning and reporting.
- **Systems and processes:**
 - Maintain effective work practices, systems and productivity to meet the needs of the changing environment, by keeping abreast of best practice methodologies and technical competencies relevant to the Senior Governance Advisor role.

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 public service 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 āianeī, 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 hapori, 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:

- A minimum of 3 years experience
- Strong written and oral communication
- Proven experience working with, coordinating and aligning governance processes and groups, including governance activity planning and scheduling, reporting coordination and management
- Proven advisory experience in establishing, reviewing and/or refining governance structures and processes, including governance effectiveness monitoring and review
- Proven experience working with internal parties and externally across other organisations
- Proven influencing and collaboration skills working internally and externally across other organisations including working with executive and senior managers, governance group chairs and members, and subject matter experts, to develop and manage effective relationships, and coordinate effective involvement and engagement in governance processes
- Strong governance analytical skills with experience in central or local government

Qualifications:

- Tertiary qualifications at preferably post graduate level in a relevant discipline or equivalent experience

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