



## Position Description

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<b>Title:</b>	Principal Advisor Investment Planning
<b>Group:</b>	Transport Services (TS)
<b>Reports to:</b>	Manager Investment Planning
<b>Band:</b>	18
<b>Date:</b>	March 2022

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### Context

#### Our purpose

#### ***Waka Kotahi. Moving. Together***

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

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#### Group and team purpose

We shape the future of the land transport system and set the direction to achieve Government objectives

- We shape transport policy, influence wider government policy and develop investment policy to optimize transport value for New Zealand
  - We bring to life aspirations for better New Zealand places by leading spatial planning that effectively integrates land use and transport planning
  - We integrate across Waka Kotahi to produce our significant system optimization and investment plans
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#### Position purpose

The purpose of this role is to provide specialist and expert advice to translate Government Direction, Waka Kotahi strategy, and land transport strategic plans into tangible investment. The role is to provide guidance on how to achieve the best returns for New Zealand while ensuring the long-term performance of the transport system.

The Principal Advisor will mentor and guide other team members to lead and support the development and management of key investment plans. The role will require working across Waka Kotahi and with external stakeholders to influence investment outcomes.

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#### Key relationships

##### **Internal:**

- Policy and delivery groups across Waka Kotahi, including activity management technical experts, activity class managers, lead strategic planners, transport and system policy teams
- Senior and Executive Managers
- Transport Services Group Leadership Team

##### **External:**

- Policy and delivery teams across relevant government agencies, including Kāinga Ora, MHUD, MoT, Infracom, Treasury
  - Local Government, especially regarding RLTP and other investment planning processes
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## Dimensions

**Location:** Main Waka Kotahi offices

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## What the position involves

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### Accountabilities

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

- Lead on advice to shape and develop the investment planning function, including the development of key Waka Kotahi investment planning documents and collateral; with 3-, 10-, and 30- year horizons
- Provide expert investment planning advice across the Transport Services Group to support:
  - Planning and prioritisation of programmes and projects, as government policy and environmental contexts change
  - Development of strategic programmes of work for identified regions, corridors and outcomes; which can form the 'strategic context' for business cases for investment
  - The development of activity and asset management plans, delivery pipelines and annual delivery plans
  - Strategic regional and national system optimisation
  - Description and quantification of risks and trade-offs in programme investment decisions
- Contribute to work across the broader transport sector to identify and monitor key investment risks and work with stakeholders to explore investment planning opportunities and innovation
- Positively represent Waka Kotahi in key cross-government forums and engagements with transport sector stakeholders
- Lead the development of internal investment planning frameworks and guidance
- Lead and facilitate meetings, workshops, and other forums to support the investment planning function
- Coach and provide guidance to others to support delivery of the Agency's investment planning function

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.

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### 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 mātauranga (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.

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### 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:

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- 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 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.

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### **The value you will bring**

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#### **Knowledge and experience:**

- Expertise and experience with a deep understanding of the machinery of Government and the decision-making process including an understanding of the policy making process
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- Excellent understanding of the planning and funding framework of local and central government and the related investment decision-making processes
  - Good understanding of and comfort working with numerical and financial data
  - Proven experience in leading and developing successful future-focused advice and frameworks to inform and guide organisational planning and investment
  - Demonstrated experience in a role with a high level of strategic, analytical and conceptual thinking in a complex environment
  - An understanding of the New Zealand transport system and its policy, investment, planning and regulatory framework

**Qualifications:**

- Tertiary qualifications at preferably post graduate level in a related 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.

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