



Position Description

Title:	Senior Policy Advisor
Group:	Transport Services
Reports to:	Transport Policy Manager, Policy and System Planning
Band:	17
Date:	November 2022

Context

Our purpose	<p><i>Waka Kotahi. Moving. Together</i></p> <p>A land transport system connecting people, products and places for a thriving Aotearoa New Zealand.</p>
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Group and team purpose	<p>The Policy and System Planning group brings together key teams in the organisation which are responsible for policy, strategic investment planning and spatial planning functions. The group's role is to bring a system view to planning and shaping how the land transport system needs to change, including the settings we and our partners operate within.</p> <p>The Transport Policy team controls and influences a range of government levers to achieve system level objectives and outcomes. Our policy work involves shaping or influencing many important aspects of the transport system, including public transport, investment policy and broad settings that enable us to fund, manage and operate the network effectively for all modes of transport. We are also responsible for some of the regulatory settings for land transport in the form of transport rules and regulations.</p> <p>We work closely with other government partners, especially Te Manatū Waka Ministry of Transport, to shape and deliver the transport system New Zealand needs. Part of this role includes responsibility for leading Waka Kotahi input into strategic policy and legislative settings, as well as national transport strategies.</p>
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Position purpose	<p>The purpose of this role is to provide expert advice to develop, inform and influence government and Waka Kotahi policy settings to best effect for future success and the benefit of our customers.</p> <p>The Senior Advisor works closely with Principal Advisors, the Policy Managers, and other staff to lead and support the formation of policy, working across the sector to positively influence broader policy and legislative settings to enable Waka Kotahi to successfully deliver transport activities.</p>
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Key relationships	<p>Internal:</p> <ul style="list-style-type: none"> • Group Managers, National Managers, Directors and their direct reports • All business groups <p>External:</p> <ul style="list-style-type: none"> • Te Manatū Waka Ministry of Transport • The Treasury
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- Central government transport sector agencies
 - Other government agencies
 - Local authorities and regional councils
 - Transport system partners and stakeholders
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Dimensions

Location: Wellington

Key relationships

Internal:

- Group Manager, National Managers, Directors and their reports
- All business groups

External:

- Ministry of Transport
 - The Treasury
 - Central government transport sector agencies
 - Other government agencies
 - Local authorities
 - Transport system partners and stakeholders
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What the position involves

Accountabilities

Key Accountabilities:

- Lead and support the development of policy and legislation to deliver Waka Kotahi goals and objectives
- Contribute to work across the broader sector to identify and monitor key risks and work with stakeholders to explore policy and legislative opportunities and innovations
- Actively support and develop team members' policy capability through guidance, coaching and mentoring
- Positively represent Waka Kotahi in key cross-government policy forums
- Provide support and guidance around the development of internal policy frameworks, guidance and tools and processes
- Lead and facilitate appropriate meetings, workshops, and other forums to support the policy programme
- Lead and provide guidance to other team members in delivering the policy work programme

Individual Accountabilities:

Change Support

- Participate and contribute through transformation by thinking, acting and advocating the change

Health and Safety

- Takes responsibility for own health and safety
- Ensures own actions keep self and others safe

Self-development

- Takes responsibility for personal development and continually develops own professional expertise

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 mātaḥono (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 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 whitake 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:

- Expertise and experience with an understanding of the machinery of Government and the decision-making process including an understanding of the policy process and NZ's legal framework
- Experience in developing successful future focused policies to inform and guide whole of system planning, investment and management
- Demonstrated experience in a role with a high level of strategic, analytical and conceptual thinking in a complex environment
- Experience in developing policy capability of team members through guidance, coaching or mentoring
- An understanding of the New Zealand transport system and its policy and regulatory frameworks (desirable)
- An understanding of how policy can be translated and transitioned through to effective implementation and operation

Qualifications:

- A good degree preferably to post graduate level in a discipline relevant to policy development

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