



Ngākau aroha Have heart

Kotahitanga Better together

Kia māia Be brave

Mahia Nail it

Position Description

Title:	Senior Advisor
Group:	Transport Services
Reports to:	Team Lead Business Case Process
Band:	17
Date:	February 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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The Transport Services team aims to provide a solution oriented and flexible service to promoters of national priority activities and transport projects on the State Highway Network (SHN). This service requires a proactive customer-focussed and collaborative approach to identifying solutions to complex problems and driving outcomes through others.

Group and team purpose

Programmes and Standards make sense of the work ahead and help ensure we're working on the right things, the right way.

- We organize the work for the year ahead, and set the standards for the work we do
 - We support our investment requests by making sure they'll achieve the Government's transport objectives
 - We make an objective assessment of our performance and whether we achieved the quality outcomes and benefits we were aiming for
 - We drive continuous improvement in our standards and programmes of work, looking after performance and condition of the transport system asset
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Position purpose

The purpose of this role is to support the development, carry out assessments and empower the improvement of cross-sector capability of business cases for land transport system investments.

Key relationships

Internal:

- General and Senior Managers
 - Transport Services Group Managers
 - Transport Services Group Teams
 - Corporate Support Groups
 - Regional Managers
 - Activity Class Managers
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External:

- Central Government transport system agencies
- Local Authorities and council-controlled organisations
- Transport system partners and stakeholder groups
- Other government agencies that interface with transport system planning and investment
- Consultants

Dimensions

Location: Main Waka Kotahi office

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:

- Assist and advise a wide range of partners, stakeholders and communities, to guide the development of fit-for-purpose business cases that are designed to optimize the value of transport investments in New Zealand.
- Develop a high level of strategic thinking to the Transport Agency across a range of planning processes under the Land Transport Management Act, Resource Management Act and Local Government Act to influence transport investment planning.
- Formally assess business cases and make appropriate recommendations for funding decisions to the appropriate delegation holder.
- Lead and promote the application of critical thinking skills to business case development and assessment.
- Promote the use of system thinking in business case development
- Influence the translation of strategy into programmes that are benefits-led.
- Promote, and where appropriate lead, point of entry thinking and recording that enables agreement on how the business case approach will be effectively applied.
- Promote, and where appropriate lead, the development of strategic cases that support effective decision-making and prioritization.
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Thought Leadership

- You will constantly monitor the trends and emerging theory, technology and where the future may take us regarding the transport system (land, sea and air).
- Be responsive to change and champion the business case approach.
- To be highly successful you will be knowledgeable and respected for your expertise, communication and relationship management skills and be able to represent the Transport Agency's future thinking with credibility and accuracy.

Investment Planning

- You will be expected to know and understand in detail how to apply the Transport Agency's principles-based business case approach to transport investment planning and assessment.
- To be highly successful you will bring all your knowledge, creativity and skill to bear working with our partners to use a 'whole of network' approach to resolving transport system issues and identifying explicitly which outcomes the Transport Agency wants to plan for and invest in.
- You will contribute to the development of national, regional and inter-agency policy and processes.

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), Whakaponono (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 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:

You will be a strong critical thinker, with proven interpersonal skills including influencing and negotiation. In addition, you will have:

- Experience in developing and critiquing business cases that align to a Better Business Case or Five Case Model
- Experience advising decision makers
- Relevant experience working with public investment management, decision making, or transport, strategic or land-use planning
- Knowledge of relevant New Zealand legislation, including the Land Transport Management Act, Resources Management Act and Local Government Act.
- Experience in a role with a high level of strategic, analytical and conceptual thinking in a complex environment.
- Highly effective communication skills at technical and non-technical levels.
- Proven experience in leading, influencing and building credibility across a range of internal and external stakeholders.
- Experience working with partners and stakeholders with a wide range of needs and interests to align evidence, outcomes and the prioritisation of system responses.
- The ability to continuously look for opportunities to improve process and increase collaboration across teams.
- The ability to work to strict deadlines, managing your own contributions to wider collaborative efforts

Qualifications:

- Tertiary qualifications at preferable post graduate level in related discipline or relevant 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