

He kōrero mō te tūranga | Job Description

Tūranga Job Title:	Adviser
Rōpu Group:	Corporate
Mā wai e tiaki Reporting to:	Manager
Wāhi Mahi Location:	Wellington
Rahi o te Utu Salary band:	14
Wā whakarite Date:	June 2021

Te Aronga o te Ratonga Tūmatanui / Public Service Purpose

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hāpori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the public service in our work.

Ō mātau uaratanga | How we do things – our values

KEI ROTO MĀTAU | INVESTED - We are committed and responsible

HE MĀIA | BOLD - We are courageous, shaping our place in the world

MAHI NGĀTAHI | COLLABORATIVE - We are connected and journey with others

He whakamana i a Aotearoa kia momoho | Enabling New Zealanders to flourish – our purpose

Our purpose statement goes beyond describing what our organisation does. It succinctly and powerfully captures the value that we will deliver to New Zealanders.

- **Flourish:** A living organism flourishes when it grows or develops in a healthy or vigorous way, especially as the result of a particularly congenial environment. We think that's what transport should do for New Zealanders.
- **New Zealanders:** New Zealanders are central to what we do. This includes New Zealand Inc, the business sector, and our international connections, but at the heart of all of it people.
- **Enabling:** We are here to help create the transport ecosystem that will enable society and businesses to flourish, and grow.

Adviser

The Ministry of Transport is the Government's system lead on transport. Our purpose is to enable New Zealanders to flourish, reflecting transport's role in shaping our society, economy and environment.

Te Kāhui Tangata - Corporate Services is responsible for leading the development of, and supporting the effective implementation of the Ministry's organisational and policy strategy, through the effective delivery of specialist corporate services.

This role is part of the Ministerial Services team. The team provides strategic and operational guidance, advice and support in the areas of private secretarial services, information management, government accountability documents and processes, Official Information Act requests (OIAs), Ministerials, output plans, business planning and reporting processes.

The Adviser will have responsibilities across the Ministerial Services work programme.

Hei aha kei tō raurau | What you will do to contribute - key responsibilities

This role is responsible for:

- Providing support to Ministry staff across the range of Ministerial Services requests
- Logging, processing and administration of official correspondence
- Developing high quality and timely responses to correspondence and information requests, that are aligned and consistent with Minister and Ministry priorities
- Assisting with the Ministry's accountability reporting, including Select Committee
- Producing the Weekly Report to the Minister
- Supporting the Ministry's records management and knowledge service and work programme
- Engaging with other agencies about shared work, and to ensure official correspondence and requests are handled by the appropriate organisation
- Ensuring information and knowledge-sharing practice is aligned with Ministry strategies, plans and policies
- Supporting and actively contributing to a positive and engaged team culture, including contributing to team meetings in a positive and constructive way

The duties and responsibilities in this document are not exhaustive. The incumbent may be required to perform other work which is consistent with the nature of the role.

Tō oranga i te wāhi mahi nei | Your health, safety and wellbeing

At the Ministry we expect all employees to:

- Work safely and take responsibility for keeping self and colleagues free from harm
- Report incidents and hazards promptly
- Know what to do in the event of an emergency
- Ensure personal health and safety standards are adhered to when at work or offsite when working

Kia mahi koe ki a wai | Who you will work with to get the job done

	Ministerial Services team members
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Internal	Senior Leadership Team
	All Managers and staff
External	Government agencies and other organisations
	Ministers offices

Ngā kaimahi māu e tiaki | Direct Reports

- Nil

Ōu pūkenga | What you will bring specifically

Experience

Essential:

- Some understanding and interest in machinery of government processes and the transport sector
- Experience in a customer service environment

Skills

- Good written and verbal communication skills
- Ability to assimilate new information from a variety of sources
- Action orientation with a focus on task completion
- A strong eye for detail
- Ability to handle high flows of information and work under pressure
- Strong customer service orientation
- Proficient in Microsoft Office tools and products (e.g. Word, Excel, Outlook, PowerPoint)

Qualifications

- A relevant tertiary qualification and/or experience

Ka tāea te aha | Capabilities

We use the Leadership Success Profile (LSP) to help guide our leaders towards the behaviours, skills and capabilities needed for successful leadership within the Ministry and across the public sector.

Honest and Courageous

Deliver the hard messages, and makes unpopular decisions in a timely manner; to advance the longer- term best interests of customers and New Zealand.

Curious

Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.

Self-Aware and Agile

Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people.

Resilient

Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.