

## He kōrero mō te tūranga | Job Description

<b>Tūranga   Job Title:</b>	Programme Manager
<b>Rōpu   Group:</b>	System & Regulatory Design
<b>Mā wai e tiaki   Reporting to:</b>	Manager, Regulatory Policy
<b>Wāhi Mahi   Location:</b>	Wellington
<b>Rahi o te Utu   Salary band:</b>	18
<b>Wā whakarite   Date:</b>	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.

## Programme Manager

The Ministry of Transport (the Ministry) is the Government's system lead for the transport sector. Our purpose is to enable New Zealanders to flourish reflecting transport's role in shaping our society, economy and the environment. The Transport Regulatory Work Programme supports the administration and function of good regulatory stewardship with the goal of ensuring that regulatory policy and processes remain fit for purpose long term. Stewardship of regulatory systems is a statutory obligation under section 32 of the State Sector Act 1988.

The Regulatory Work Programme is responsible for the overall delivery of policy projects, including ensuring the transport agencies are appropriately supported to successfully deliver the operational design and implementation phases.

The transport regulatory system encompasses three main modes of transport: land, aviation and maritime. Each of the three transport modes has a Crown entity that acts as the main regulator for that mode:

1. Land – Waka Kotahi NZ Transport Agency
2. Maritime – Maritime New Zealand (MNZ)
3. Aviation – Civil Aviation Authority (CAA)

In addition to the three main regulators, other parties help implement the transport regulatory system and support the achievement of its objectives and outcomes such as the New Zealand Police and Territorial Authorities (regional, district and city councils). The Transport Accident Investigation Commission (TAIC) also has a key role in the transport regulatory system.

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

The Programme Manager is responsible for maintaining the Regulatory Work Programme Plan including management tools, mechanisms and processes for reporting and prioritising workflow across the entire Regulatory Work Programme.

The Programme Manager will work with workstream leads and managers to collate project/programme reporting including the identification of issues, risks or dependencies across the programme. They will action any changes required to the Programme schedule and identify improved ways of working. They will lead regular planning and prioritisation sessions that will inform the annual regulatory work plan schedule.

They will also be responsible for convening Regulatory Policy Working Groups and Regulatory Stewardship Governance Group meetings including preparing agenda items and papers for those meetings.

The Programme Manager reports to the Regulatory Policy Manager and works hand-in-hand to support them. The Programme Manager acts as the conduit between the Workstreams and the Governance Group. They will also play an active role to manage dependencies and identify ways to align and optimise workflow across the Programme.

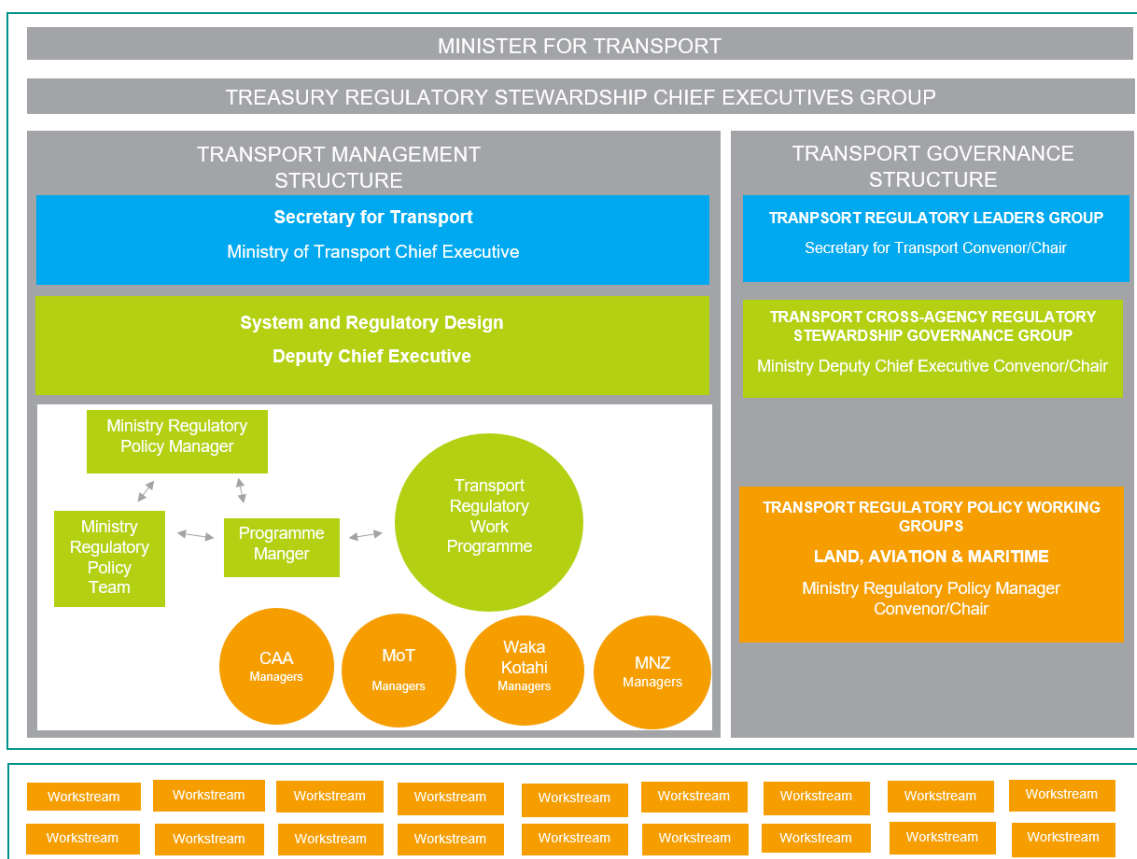
They are expected to build and maintain effective relationships across the Ministry, three Crown entities, and other stakeholders involved in the Programme. This includes the ability to influence and implement continuous performance improvements in support of Governments expectations for good regulatory practice.

This role is responsible for:

- Programme planning including maintenance of the Programme plan
- Coordinating the draft regulatory work programme annual schedule
- Convening the cross-agency Regulatory Policy Working Groups and Regulatory Governance Groups
- Monitoring the progress of work streams
- Reviewing the reporting of project progress provided by agencies
- Provide programme information to support briefings for the Minister and other stakeholder communications regarding the planning and delivery of the Programme
- Management and escalation of risks and issues as they arise
- Identifying and implementing continuous performance improvements across the regulatory policy delivery lifecycle
- Providing subject matter expertise to other parts of the Ministry on design and development of systems and processes.

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.

## Programme Structure



## 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

Ministry	Regulatory Policy team
	Regulatory Policy Manager
	Workstream leads and managers
	Senior Leadership Team
	Director System and Regulatory Design
Transport Agencies	Regulatory Work Programme Regulatory Policy Working Groups
	Senior Leadership Teams in transport agencies
	Regulatory Policy Managers
	Agency Deputy Chief Executives, Directors and General Managers
	Workstream leads and workstream project managers across Regulatory Work Programme agencies and their teams
	New Zealand Police
	Key Regulatory Stewardship stakeholders and their supporting resources
External	Minister of Transport and their office

## Ngā kaimahi māu e tiaki | Direct Reports

- Nil

## Ōu pūkenga | What you will bring specifically

### Experience:

#### Essential:

- 5+ years project/programme management or portfolio experience in either public or private sector
- Extensive experience applying good practice programme management disciplines, with an emphasis on scheduling, risk management and governance support
- Experience working in complex programmes within fast moving political and business environments
- Significant experience in managing internal and external relationships with diverse stakeholders, with demonstrated success in building relationships and gaining the support and participation of key individuals and groups
- Highly developed communication and interpersonal skills with the ability to influence and persuade through credibility, integrity and professionalism
- Knowledge of exploring new ways to stimulate continuous performance improvement ideas leveraging the use of existing data sets and information management process
- Extensive experience in supporting effective governance to ensure well-formed decisions are made in a timely fashion.
- High level of written, presentation, communication and influencing skills with evidence of creating agreements or compromise for goals or new positions of understanding
- Ability to monitor, understand and act on programme dependencies and impacts to schedule

#### Desirable

- Experience in public policy/legislative processes
- Knowledge of the transport sector.

**Knowledge and Skills:**

- Proficient in application of risk management and monitoring and reporting
- Ability to quickly assimilate, analyse, structure and deal creatively and effectively with a wide range of complex (and often competing) issues
- Able to anticipate risk and come up with effective mitigation strategies
- Able to have courageous conversations and proactively manage conflict
- Building and maintaining critical relationships
- Has a customer focus – is dedicated to meeting the expectations and requirements of internal and external customers, ability to get first-hand customer information and use it for improvements in products and services and can establish and maintain effective relationships with customers and gain their trust and respect
- Ability to support, advise and upwards manage governance groups

**Other requirements:**

- A relevant tertiary qualification or equivalent experience
- Professional qualifications in project, programme and/or portfolio management (PRINCE2, MSP, PMP, AgilePM, SAFe, P3O) and/or G-reg

## Ka tāea te aha | Capabilities

We use the Leadership Success Profile (LSP) to help guide our people, including those not in management positions, towards the skills and capabilities needed for success within the Ministry and across the public sector.

**Honest and courageous**

Deliver the hard messages, and makes difficult 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.

**Resilience**

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