

## He kōrero mō te tūranga | Job Description

<b>Tūranga   Job Title:</b>	Senior Adviser
<b>Rōpu   Group:</b>	System & Regulatory Data
<b>Mā wai e tiaki   Reporting to:</b>	Director Recreational and Search and Rescue Review
<b>Wāhi Mahi   Location:</b>	Wellington
<b>Rahi o te Utu   Salary band:</b>	17
<b>Wā whakarite   Date:</b>	August 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.

## Senior Adviser

The Ministry of Transport provides strategic and practical advice to Ministers, monitors and supports the Transport Sector Crown Entities and works in partnership with the Transport Sector Crown Entities to ensure the transport system optimises its contribution to New Zealand citizens. While independent from the Ministry of Transport, the Ministry is home to the Search and Rescue (SAR) Secretariat providing a national forum for all New Zealand search and rescue stakeholders including voluntary groups.

The current recreational safety and search and rescue systems (which includes frontline water safety services) has a complex mix of governance, ownership, funding, and private and public accountability arrangements. It includes Government, volunteer, and private agencies. The sector is facing several challenges around on-going funding, capability, sustainability of the volunteer model (and diversity of volunteers), increasing over-heads and inefficiencies (particularly for smaller organisations), and access to critical assets. Many of the organisations in the system are currently funded by money from excise duty under section 9(1) of the Land Transport Management Act. Over a three year period many of the organisations have received significant additional funding, but Ministers have signalled that before the next funding cycle, and further funding is provided, there needs to be greater transparency and accountability relating to spend of money and delivery of outcomes. As part of this a review of the recreational safety and search and rescue is required, including consideration of structural change and improvements in efficiency and coordination. This work will be funded from section 9(1).

The Ministry has initiated a review of the recreational safety and search and rescue systems (the Review), which will consider the overall functioning of these systems, make recommendations for improvement, and present an implementation plan to the Minister of Transport and other Ministers.

### **Role purpose**

The Senior Policy Adviser will play an integral role in the Review, and support to the Review Director, by:

- Providing high quality, research, policy advice, reports, and briefings to a range of audiences including Ministers
- Scoping, planning and leading areas of work assigned within the Review.
- Participating in engagement and communication activity, working closely with the Review Steering Group (to be established), system participants, and other relevant stakeholders, together with Maori.

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

This role is responsible for:

- Applying advanced frameworks and methods of analysis to identify policy problems, analyse the issues, and identify and assess the options.
- Critically synthesising information from a wide variety of domains and using in-depth knowledge of the policy area to draw sound conclusions based on the judicious use of the available evidence.
- Leading engagement with some a range of participants in the systems to ensure the advice provided is practical and effective.

- Providing policy advice that meet the needs of the Minister of Transport and other Ministers as appropriate, communicating complex issues, using concepts clearly and succinctly.
- Providing advice to the Review Steering Group set-up to support the review.
- Using appropriate project planning and management techniques, manage risks and coordinate work with others.
- Contributing to multiple pieces of work concurrently and actively and independently planning and managing work-load.
- Responding promptly to Ministerial requests, Parliamentary questions and requests for information under the Official Information Act.

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

<b>Internal</b>	Senior Leadership Team
	Policy teams and managers
	The NZSAR Secretariat
<b>External</b>	Relevant Ministers and their offices
	The recreational safety system participants
	The search and rescue system participants
	Government agencies and other organisations

## Ngā kaimahi māu e tiaki | Direct Reports

- Nil

## Ōu pūkenga | What you will bring specifically

### Experience:

#### Essential:

- Experience in policy development and analysis in the public sector and a sound understanding of Government policy-making procedures
- Excellent organisational skills

- Excellent written and verbal communication skills, with strong reporting skills
- Able to work autonomously and meet deadlines

Desirable:

- Experience in, or knowledge of the recreational safety and search and rescue sector
- Experience working with non-government and volunteer organisations

#### **Knowledge and Skills:**

- Ability to competently evaluate financial data and present key information.
- Ability to articulate concepts and analyse the benefits and costs of proposed options.
- Ability to identify risks as well as options to mitigate risks.
- Proven written and verbal communication, with strong influencing and reporting skills
- Effective communicator.
- Natural curiosity, strong critical thinking and analytical skills and the ability to connect at all organisational levels and across government and non-government organisations.
- A strong customer focus - and passion for working with others in complex environments.
- Experience in navigating and interpreting legislation would be desirable.

#### **Other requirements:**

- A tertiary qualification in a relevant field

### **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.