



POSITION DESCRIPTION

POSITION:	Adviser Level One
LOCATION:	Wellington
RESPONSIBLE TO:	Policy Manager (Sector)
EFFECTIVE:	30 January 2011

Context of the Position

To contribute to the achievement of the Ministry of Transport's objectives by:

- Providing high quality, well-researched and reasoned policy advice on transport
- Researching and writing high quality responses to ministerial and other official correspondence

About the Ministry

The Ministry is the government's principal policy adviser across the transport sector (including road, rail, aviation, maritime, passenger transport and freight). Our role is as a trusted, impartial and expert adviser: shaping transport for NZ; and we fulfil that by being an effective professional services ministry.

As a professional services ministry we:

- Are focused on delivering on the government's priority transport initiatives
- Operate as a single, flexible organisation that can adapt quickly to meet the demands of the day
- Recognise that sector knowledge and policy expertise are critical to our success
- Manage our available capacity (people and time) effectively, especially through sound project management
- Are committed to building a strong reputation for the quality of all our work
- Value the contribution of all our staff and are committed to their professional development – to support their growth and contribution to the ministry and the broader public sector, and by providing opportunities for staff to challenge and extend themselves by working in new areas across the Ministry
- Expect all staff to act in the best interests of the ministry as a whole and work cooperatively to deliver the programme of work agreed with the Minister.

The Ministry delivers its policy advice through sector teams and specially formed policy project teams (which develop the majority of our policy advice). Our Sector Teams are centres of knowledge for, and drive our strategic understanding of, their portfolio areas; maintain ongoing stakeholder relationships and deliver a range of policy outputs (e.g. ministerials, briefings for the Minister, situational awareness).

An expectation of the position is that the incumbent assists other teams with official correspondence at times of high workload. This may involve an internal secondment to another team for a period of time.

Policy projects are undertaken outside sector teams. Staff are assigned to policy projects by our Transport Managers' Group which draws on the experience and skills of staff from across the Ministry, and also provides opportunities for staff to challenge themselves by working in new areas. Specific objective output and competencies are to be demonstrated at the level consistent with the position as agreed with the Manager and recorded in the performance management system.

Direct contribution to the role of the Ministry

The Adviser Level One's direct contribution to the Ministry achieving its role is by providing high quality information and policy advice on transport issues, supporting the team in the development of the Ministry's strategies and providing high-quality written responses to, and advice about, official correspondence.

Purpose and Key Accountabilities

Purpose of the Role	Key Accountabilities and Deliverables
Policy participation	<ul style="list-style-type: none"> • Develop and maintain a good understanding of the principles and practices relating to transport policy • Prepare policy advice on transport issues including Cabinet papers and briefs for the relevant Ministers, and comment on papers prepared by other agencies • Conduct research relevant to transport • Prepare or contribute to ministerial speeches, media statements and responses to parliamentary questions, and draft replies to ministerial and department correspondence • Identify and analyse issues and trends, opportunities and problems relating to transport • Develop policy advice, as far as possible, from conceptual stage through to Cabinet decision and legislation and implementation • Support the passage of new legislation and its introduction in association with the Legal team
Project participation	<ul style="list-style-type: none"> • Contribute to team and Ministry planning processes, and to the development of strategies and work programmes to enhance the overall effectiveness of the team and hence the professional standing of the Ministry of Transport
Representing the Ministry	<ul style="list-style-type: none"> • Attend Cabinet Committees and Select Committees as required • Represent the Ministry of Transport in a wide range of situations, including government agencies, transport sector and community groups
General functions	<ul style="list-style-type: none"> • Meet the objectives and performance measures agreed to with the Manager • Ensure records are created and maintained in

	<p>accordance with the Public Records Act 2005 (specific recordkeeping responsibilities are located in the Ministry's Information Management Policy under "Information ownership, roles and responsibilities")</p> <ul style="list-style-type: none"> • Undertake any other tasks, as requested
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Person Specification

Qualifications

- A tertiary qualification in a relevant field is desirable.

Experience

- Experience in, or an understanding of, policy development.
- Experience in, or an understanding of, the provision of briefing papers.
- Experience in, or an understanding of, project management.
- Experience in writing ministerial correspondence and briefings.

Technical Knowledge

- Knowledge of public sector processes would be an advantage.
- Knowledge of the transport sector (..... issues in particular) would be an advantage.
- Strong numerical ability would be an advantage.
- Excellent writing skills

Personal Factors

The ideal appointee will enjoy working in a team environment which emphasises consultation with, and the involvement of, a wide variety of agencies and individuals, in circumstances where the Adviser must defend ideas from a position of integrity, rather than authority. Appointees must have excellent organisational skills and the ability to meet deadlines. They will be expected to demonstrate an ability to interpret legislation.

Core Competencies (Per Lominger Leadership Architect Library)

Managing diverse relationships

Customer focus

- Is dedicated to meeting the expectations and requirements of internal and external customers
- Gets first-hand customer information and uses it for improvements in products and services
- Acts with customers in mind
- Establishes and maintains effective relationships with customers and gains their trust and respect

Acting with honour and character

Integrity and trust

- Is widely trusted
- Is seen as a direct, truthful individual

- Can present the unvarnished truth in an appropriate and helpful manner
- Keeps confidences
- Admits mistakes
- Doesn't misrepresent her/himself for personal gain

Getting Organised

Time Management

- Uses her/his time effectively and efficiently
- Values time
- Concentrates her/his efforts on the more important priorities
- Gets more done in less time than others
- Can attend to a broader range of activities

Getting Work Done Through Others

Informing

- Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organisation
- Provides individuals information so that they can make accurate decisions
- Is timely with information

Making Complex Decisions

Problem Solving

- Uses rigorous logic and methods to solve difficult problems with effective solutions
- Probes all fruitful sources for answers
- Can see hidden problems
- Is excellent at honest analysis
- Looks beyond the obvious and doesn't stop at first answers

Communicating Effectively

Written Communications

- Is able to write clearly and succinctly in a variety of communication settings and styles
- Can get messages across that have the desired effect

Other Important Competencies (Per Lominger Leadership Architect Library)

Composure

- Is cool under pressure
- Does not become defensive or irritated when times are tough
- Is considered mature
- Can be counted on to hold things together during tough times
- Can handle stress
- Is not knocked off balance by the unexpected
- Doesn't show frustration when resisted or blocked
- Is a settling influence in a crisis

Decision quality

- Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment
- Most of his/her decisions and suggestions turn out to be correct and accurate when judged over time
- Sought out by others for advice and solutions