



Ngākau aroha Have heart

Kotahitanga Better together

Kia māia Be brave

Mahia Nail it

Position Description

Title:	Principal Advisor
Group:	Te Waka Kōtuitia Engagement and Partnerships
Reports to:	Regional Manager
Band:	18
Date:	December 2022

Context

Our purpose

Waka Kotahi. Moving. Together

A land transport system connecting people, products and places for a thriving Aotearoa.

Group and team purpose

Te Waka Kōtuitia Engagement and Partnerships Group is accountable for leading effective agency governance, stakeholder engagement and communications, and regional relationships so we are supported to achieve our goals through great organisational storytelling, effective cross government facilitation, sound reputation management and strengthened central and local government partnerships.

Position purpose

The purpose of this role is to lead and support best practice communications and engagement for Waka Kotahi, working on infrastructure projects and programmes. You will provide leadership and mentoring for the team.

Key relationships

Internal:

- Communications and Engagement team
- Director of Regional Relationships
- Engagement and Partnerships wider team
- Key people and senior leaders in transport services and from a range of business groups across Waka Kotahi

External:

- Communities impacted by our mahi
 - Iwi and hapū partners as appropriate
 - Officer-level partners, e.g. Councils, KiwiRail, other Government departments
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Dimensions

Location: Multiple locations

What the position involves

Accountabilities

As well as being accountable for the Waka Kotahi values and behaviours, your role has the specific accountabilities outlined below.

General accountabilities

- Anticipates communication and engagement needs and promotes group and team responses
- Provides considered and thoughtful advice aligned to organisational strategy
- Inspires others to be agile and creates a climate which encourages openness, persistence and positive responses in new or ambiguous situations
- Role models continuous learning and development

Problem-solving

- Is recognised as a trusted advisor to business partners
- Has a strong grasp of operating environment, regularly scans for possible issues and opportunities
- Develops best practice plans and advice to solve complex issues and mitigate risks

Team player

- Is engaged and contributes positively to team culture every day, encouraging, supporting and recognising others
- Actively looks for ways to increase staff engagement as a shared responsibility with team leader
- Provides leadership and guidance to support others with complex and ambiguous situations

Advice and delivery

- Anticipates and provides timely and appropriate strategic communications and engagement advice to drive and shape decision making
- Scans for, identifies and influences others to resolve complex risks and ambiguous situations
- Provides deep technical expertise across communications and engagement disciplines
- Seeks advice on, ensures alignment and promotes best practice for iwi Māori engagement
- Builds capability within the wider team to protect and enhance our reputation and licence to operate
- Develops sophisticated and fit-for-purpose communication
- Provides input and assessment into ways of adding to, or reaching new audiences
- Inspires others to empower them to think strategically and creatively

Storytelling

- Identifies narrative linkages across work we are delivering in the wider region
- Understands complex and diverse audiences and how to reach them
- Provides input and support across the team to ensure compelling and meaningful stories are told
- Commissions subject matter experts as required
- Is able to put people/our customers in our stories

Individual accountabilities

Change support

- Participate and contribute through transformation by thinking, acting and advocating the change

Health and safety

- Takes responsibility for own health and safety
- Ensures own actions keep self and others safe

Self-development

- Takes responsibility for personal development and continually develops own professional expertise

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

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- 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 public service 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 hāpori, 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

- Previous experience in strategic communications and engagement planning and delivery at principal or senior advisor level
- Excellent writing and editing skills and experience presenting complex information clearly and simply
- Sound knowledge of communications and engagement tools, techniques and channels
- Other specialist skills i.e. marketing, public relations, community engagement
- Proven ability to build relationships with people at all levels
- Previous exposure to successfully working in a collaborative environment
- Demonstrated commitment to continuous learning in the field of engagement and communications

Qualifications

- A tertiary qualification in communications or a related discipline
- Training or qualification in IAP2 is desirable but not essential

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