



Policy Advisor – Job Description

What's the job?

The Group's work is guided by the public transport provisions of the Regional Land Transport Plan and the Regional Public Transport Plan.

Every day we have thousands of people travelling with Metlink (across rail, bus, harbour ferry and Total Mobility) and every one of those journeys matters to us. Our role is to plan, develop, promote and deliver public transport services and supporting infrastructure in the Wellington region. Our goal is to be more than just a public transport service, we want to be a symbol of pride for the Wellington region, an integral part of what makes living in our region great.

The Policy Advisor will contribute advice to the core work streams for the team, including but not limited to, public transport policy, Official Information Act requests (OIAs), the Group's business plan, and reporting and submissions, the GW annual plan and review of the Regional Public Transport Plan.

You will draft policy as well as provide support and advice on policy development, review and implementation across the Group.

You will also be involved in wider government funding policy for public transport and policies around fares.

What you'll do

1. Provide policy development, review, implementation and advice by:

- Developing robust policy advice and recommendations
- Assisting with developing and reviewing the Group's policies and plans
- Undertaking investigations, reviewing data and preparing reports on public transport issues
- Assisting with the review of government & NZTA policy statements and guidelines to assess their impact on the Group's strategy and plans

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- Assisting with developing and reviewing the Regional Public Transport Plan (RPTP) including supporting the public submission process
 - Keeping up to date with public transport issues and thinking, and advise on implications for the Group
 - Providing oversight, advice and input into parallel council statutory processes such as the Long-Term Plan, Regional Land Transport Plan and Annual Plans
- 2. Provide quality advice and timely responses to information requests by**
- Drafting high quality responses to Official Information Act requests and general requests for information on public transport, utilising insights captured across the Group
 - Working with colleagues to ensure the GM, ELT and Councillors are kept informed on information requests and matters of public interest for public transport
 - Ensuring GW statutory obligations are met with respect to information requests
- 3. Provide Effective Relationship Management by:**
- Representing Metlink and GW credibly and professionally, internally and externally
 - Developing and maintaining effective long-term, collaborative relationships with key partners and stakeholders
- 4. Consider sustainable resource management by:**
- Promoting sustainable resource management including making effective and efficient use of resources available to the Group
 - Carrying out such other duties relating to resource management (air, land, water) as may be assigned from time to time
- 5. Consider Health and Safety by:**
- Actively engaging in health and safety matters, compliance with relevant GW policies and processes

Who you'll work with

These are the key relationships outside of the Group that you will need to develop and maintain

Internal

- Democratic Services
- Regional Transport Team
- Strategic and Corporate Planning
- Te Hunga Whiriwhiri
- Travel Choice (Sustainable Transport)
- Wellington Analytics Unit
- Councillors

External

- Ministry of Transport
- New Zealand Transport Agency
- Territorial Local Authorities
- Ombudsman
- Other relevant key public sector organisations
- Members of the public and transport users
- Transport operators and service providers

What you'll bring

These are the key behaviours, skills and experience you will bring to the role

Competencies	Role specific qualifications and experience
<p>Accountability -Takes personal ownership of decisions, behaviour, and development, and is responsible for how these actions impact on the wider organisation and customers</p> <p>Customer focus - Is committed to understanding the needs and best interests of both internal and external customers, in order to provide them with outstanding service and help them to make informed decisions</p> <p>Relationship building - Develops and maintains positive working relationships and networks internally and externally that are built on mutual trust and respect</p> <p>Collaboration - Builds positive partnerships and collaborates effectively with others to achieve objectives</p> <p>Curiosity and adaptability - Demonstrates a willingness to engage in a changing environment and is flexible and comfortable working with change</p> <p>Motivation and drive - Is determined to achieve goals and strive for excellence</p> <p>Personal proficiency - Is able to clearly assess own strengths, weaknesses, opportunities, and limits, giving a foundation upon which to grow, develop, and take on new challenges</p>	<ul style="list-style-type: none"> • An appropriate tertiary qualification, preferably in law, public policy, political science, commerce or related area • An understanding or experience with central or local government, or experience with Public Transport would be advantageous • An understanding of requirements, when translating legislation into policy and operations • Sound conceptual and analytical skills and experience in developing and implementing workable solutions to ambiguous and complex problems • Ability to identify risks and effective mitigation and consistently use sound judgement on key issues using the best evidence available • Ability to take on a wide-ranging work portfolio • Ability to work with minimal supervision and willingness to seek guidance as necessary • An ability to build consensus with multiple parties on the best way forward, especially when dealing with differing opinions and motives • An ability to communicate with a wide range of audiences on complex issues to a high standard and delivering messages in plain English • A track record of creating practical solutions to complex and ambiguous problems • An ability to work with, and influence a range of senior level stakeholders • An ability to draw on experience, evidence, wisdom, judgement and expertise to build capability of others • Excellent interpersonal, relationship and influencing skills
<p>*Knowledge of tikanga Māori *A full and current driver licence *Able to physically carry out the position</p>	

What we value

These are your personal qualities, which combined with your skill set, will make you a stand-out performer in the role

- Having a passion for building rapport and relationships across multiple stakeholders
- Being able to work with a high level of autonomy and being highly self-motivated and driven
- Being calm under pressure and focused on the bigger picture
- Bringing innovative thinking to the Group, looking for opportunities to improve ways of working and making informed changes, as well as raising ideas where required
- Influencing and motivating others through personal advocacy, vision and drive to build a solid platform for change
- Having empathy for customers and confidence in engaging them directly

The GW behaviours are:

- On the same side: One team working for one common goal
- No sacred cows: Always looking for a better way
- For people by people: Everyone here is for everyone out there
- Own it: Take responsibility and own the outcome

Dimensions of the role

Group	Public Transport
Team	Metlink Strategy and Investments
Location	Wellington
Reports to	Manager, Metlink Strategy and Investments
Budget	N/A
Delegations	Financial: N/A HR: N/A
Contract type	Permanent
Last reviewed on	3 February 2020