



Principal Advisor Investments

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.

It's an exciting time to be in public transport, with growing support for public transport to deliver economic, social and environment benefits including addressing climate change. The Principal Advisor Investments plays a pivotal role in delivering these outcomes by leading the assessment, prioritisation and funding processes for Metlink's multi-billion dollar long term investment program. Success in the role will result in Metlink having the resources and investment insights it needs to effectively deliver a world class service to the Wellington region.

You will drive improvements in Metlink's investment capability and performance, and contribute to prioritising investments that provide clear social and economic benefit to the wider Wellington Region. You will have a specific focus on lifting the capability of the Group's ability to evaluate and assess investment performance over time. This includes identifying and assessing opportunities for continuous improvement and change in the form of investment advice to the General Manager Metlink, Greater Wellington's Chief Executive, Board and Councillors as appropriate.

You will ensure that robust business cases are developed for all service changes and capital investments, and manage relationships and processes to ensure a successful co-funding relationship with Waka Kotahi NZ Transport Agency. You will be responsible for managing the integration of various processes required to secure

Metlink's long term budget which will include consideration of fare strategies, and local and central government funding.

You will proactively champion the sharing of knowledge and expertise across the Group, and take an active role in mentoring and coaching others.

You will be able to lead and manage change across the Group, and will have extensive experience at engaging and being influential at a senior management and governance level.

What you'll do

1. Provide effective technical leadership by:

- Partnering with your manager to drive the Group's investment strategy and set the direction of the team
- Using your expertise, experience and informed analysis to influence processes, conditions, systems, culture and people, to support delivery of our vision of a world class, integrated public transport network across the Wellington region
- Delivering supervision, guidance, coaching and mentoring and on-the-job training to team members particularly around investments and funding
- Contributing to the performance of the Group by providing peer review and quality control including leading certain programmes of work
- Contributing to internal and external reporting requirements of the Group and, where required, leading the response

2. Provide strategic thinking and input for the Group's funding and investments by:

- Leading the development of business cases relating to funding requests
- Leading the development and assessment of new fare strategies, including the cost recovery, social and equity impacts in conjunction with Strategy and Investment team analysts
- Undertaking analysis for future focused funding, for all Capex and Opex decision making
- Liaising with Waka Kotahi on public transport strategic issues, including the development and implementation of the Regional Land Transport Plan, to ensure we meet legislative and funding requirements, ensuring that Waka Kotahi funding requirements are met
- Working in partnership with the Greater Wellington Finance team, review and reconcile actual versus forecast NZTA funding, to ensure that the deliverables in the Group plan are affordable
- Working collaboratively with Greater Wellington and Public Transport teams to develop business cases and analyse future focused funding
- Ensuring strategy, planning and policy development and advice is informed by robust analysis and research, particularly in relation to investments
- Driving the use of leading-edge qualitative and quantitative frameworks within the Group
- Providing authoritative advice that recognises the choices and constraints the Group and Greater Wellington face, anticipating needs, predicting and planning for potentially controversial or politically sensitive issues, and presenting frank advice even if that tests other views and preferences

3. Provide frameworks and advice for the management of the Group's funding and investments by:

- Ensuring data from across Public Transport is used in medium- and long-term patronage forecasting to ensure the investment strategy stays ahead of customer demand
- Leading the integration of various planning processes across the business including helping develop and review the annual business plan
- Influencing and providing advice internally on any reallocation and reprioritising available/required as a result of monitoring and auditing actual versus budgeted funding
- Influencing and advising the Group in the development of business cases by applying robust analysis and consideration to business as usual and project funding support, ensuring carbon emissions aspects are considered as part of the Group's business case development
- Inputting into Greater Wellington's Waka Kotahi audit report process, on behalf of the Group
- Supporting the Principal Advisor Policy and Principal Advisor Strategy on work programmes and initiatives, focusing on investments and funding

4. Provide Relationship Management by:

- Undertaking relationship management with appropriate Waka Kotahi and Ministry of Transport officials on behalf of the Group
- Working across the Group to ensure colleagues and managers are well-informed and across what is happening in your areas of responsibility
- Working closely with managers to advocate on behalf of the Group and managing relationships and stakeholders to achieve team and Group goals
- Representing Metlink and Greater Wellington credibly and professionally, internally and externally
- Representing Greater Wellington at regional or national sector groups/forums as required and determining SME and/or senior representation from the Group as required
- Developing and maintaining effective long-term peer-to-peer relationships with operators, vendors, funders, customer groups and stakeholders

5. Leading programmes of work and project team on complex issues by:

- Leading assigned projects in areas of expertise, ensuring risks are managed and the projects are delivered on time and within budget
- Providing technical leadership to business cases, demonstrating successful project delivery and benefit realisation

6. Consider sustainable resource management by:

- Promoting sustainable resource management including making effective and efficient use of resources available to the Group

7. Consider Health and Safety by:

- Actively engaging in health and safety matters, compliance with relevant Greater Wellington 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

- Chief Executive
- General Manager Metlink
- Councillors
- Democratic Services
- Executive leadership team
- Finance
- GW Project Management Office
- Greater Wellington Rail Limited (GWRL)
- Health and Safety
- Legal and Procurement
- Regional Transport Team
- Strategic and Corporate Planning
- Te Hunga Whirwhiri
- Travel Choice (Sustainable Transport)
- Wellington Analytics Unit

External

- Waka Kotahi NZ Transport Agency
- Ministry of Transport
- Colleagues in equivalent organisations e.g. Auckland Transport
- External consultants, advisors and suppliers
- Network Access Providers
- Territorial Local Authorities
- Transport operators and service providers
- Treasury
- Other relevant key public sector organisations
- Members of the public and transport users
- UITP - International Transport Association

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>	<ul style="list-style-type: none">• An appropriate tertiary qualification, ideally with a business, finance, or science background (or equivalent knowledge, skills and experience)• Significant experience working with investment systems and processes, including economic analysis, budget and accountability requirements and the use of performance information to inform decision-making• Significant experience developing business cases and budget bids in either the private or public sectors• Understanding of business planning cycles and processes, budgeting cycles, contestable funding processes and third-party monitoring

Competencies	Role specific qualifications and experience
<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> <p>Leadership Competencies</p> <p>Navigate for the future – Thinks about, assesses, and creates the future for themselves and others</p> <p>Lead change - Influences and enthuses others through personal advocacy, vision and drive to build a solid platform for change</p> <p>Motivate & develop others - Is committed to getting the best out of people and motivating them to reach their full potential</p> <p>Lead with courage - Is dedicated to leading the GW team toward their vision and values, and communicating GW’s future direction with clarity and enthusiasm. Has the awareness and courage to front up to difficult situations with sensitivity and integrity</p>	<ul style="list-style-type: none"> • Ability to undertake financial analysis and investment modelling in relation to funding requests, complex investments, and/or investment portfolios • Ability to undertake investment monitoring and reporting, to support risk management and assurance • Successful experience working with and influencing Chief Executives, boards and senior executives • An ability to build consensus with multiple parties on performance frameworks, measurement and reporting • Demonstrated experience providing quality, comprehensive reports at a senior level, including business case development, which cover benefits realisation, risk management and quality assurance aspects • 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 • Experience leading complex projects and programmes to successful completion including embedding of the organisational change into business as usual • An ability to draw on experience, evidence, wisdom, judgement and expertise to build capability of others • Excellent interpersonal, relationship management 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 leadership style that influences, engages and motivates others to succeed and develop
- Demonstrating courage and leading from the front with evidence and strategy to achieve agreed outcomes internally and externally
- Proactively sharing knowledge, ideas, time and expertise to assist with lifting capability across the Group
- Communicating in clear and compelling ways so that others are brought along on the journey both internally and externally
- Bringing innovative thinking to the Group, looking for opportunities to improve ways of working and making informed changes, escalating ideas where required

The GW behaviours are:

- **On the same side:** One team working for one common goal
- **Always looking for a better way:** Encourages the open expression of diverse ideas and opinions
- **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	29 April 2021