Position description

Position title:	Principal Advisor Transport Policy	**Team:**	Transport Policy
Directorate:	Policy, Planning and Governance	**Reports to:**	Manager Transport Policy
Department:	Policy	**Direct reports:**	0
Unit:	Transport Policy	**Indirect reports:**	0

Our commitment to te ao Māori	We honour te Tiriti o Waitangi, accord value to te ao Māori (the Māori world), support kaitiakitanga and are responsive to the needs of Māori. You participate in initiatives to embed te ao Māori into the way we do things. You are willing to develop and build your own understanding and capability to contribute to the delivery of the department's Māori outcomes and wider organisation's vision to be responsive to the needs and aspirations of Māori as outlined in the Māori Outcomes Strategy and Performance Measurement Framework.
Purpose of the job	The purpose of this role is to lead or support the development of strategies and policies relating to Auckland's transport system. These will support the development of integrated and evidence-based policy direction that enables delivery of council plans and priorities.

Key responsibilities	• Be aware of, and demonstrate, the principles of Our Charter. This sets out the expectations for conduct at Auckland Council.
	• Be aware of, and demonstrate, Our Behaviours in ways that support inclusivity and adaptability in every aspect of our work.
	• At Auckland Council, "health and safety starts with me" (ka timata te hauora me te aria hauata ki a au) and everyone has a duty to keep themselves and others safe. Our Health and Safety Policy Statement and our Health and Safety Management Framework (SMF) explain the specific HSW duties applicable to this role, including Injury Management applicable to people leaders.
	• Work undertaken by the Principal Advisor is expected to vary significantly with the three-year planning cycle, but could include:
	  ○ Representing Auckland Council on key pieces of inter-agency work such as the 30-year transport plan for Auckland.
	  ○ Leading or supporting development of the Regional Land Transport Plan, including prioritisation methodology, stakeholder engagement and advice to key decision makers.
	  ○ Leading key pieces of internal strategy work such as the development of the transport system monitoring framework.
	  ○ Leading or supporting reviews of major areas of Auckland Council transport investment to ensure value for money and effectiveness.

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	○ Leading advice on matters that are key for Auckland's transport system performance. ○ Inputting into submissions on key transport policy issues relevant to Auckland Council. • Within this, the specific work is likely to include: ○ Managing key governance processes, including ensuring the delivery of advice to Auckland Council committees and local boards meets Auckland Council requirements. ○ Providing impartial written and verbal advice to Auckland Council committees, local boards and the Auckland Regional Transport Committee. ○ Representing the Transport Policy team on internal and external working groups. ○ Technical work that is required to support the development of plans and strategies.
Outcomes	• You can pronounce and use basic te reo Māori in emails, meetings and conversations. You understand, demonstrate and value the use of tikanga where appropriate. • A recognised contribution to ensuring that the Transport Policy team is seen as leaders in transport policy and strategy advice provision by external stakeholders and the rest of Auckland Council. • Projects and advice are developed collaboratively engaging with internal and external colleagues as necessary, are aligned to strategic direction and draw on best practice and evidence. • Written advice is of high-quality, well-presented and delivered on time. • Governance processes, particularly meeting relevant timelines, are well managed, including allowing time for internal review. • The Manager of Transport Policy is kept informed of issues and interactions with key stakeholders on a 'no-surprises' basis. • High responsiveness to key stakeholder enquiries, and these communications are consistent with and support the wider Transport Policy team on relevant issues.
Key skills	• Strong strategic thinking and problem-solving capabilities. • Experience, understanding and knowledge of the transport system and investment planning. • Previous experience engaging and partnering with senior stakeholders in central and local government in relation to strategy or policy. • Experience of working within a political environment and engaging in public consultation processes. • Good understanding of relevant local and central government legislation, council practices and constraints and urban planning policies. • A collaborative working style, effective at building and drawing on relationships across the sector.

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	• Excellent written and verbal communications skills, with the ability to present complex ideas clearly. • Desirable: good numerical literacy and analytical skills.

Job requirements	• Relevant degree and/or post graduate qualifications.
	• 10 years plus experience, with public sector experience preferred, in:
	  ○ policy, planning or strategy development and/or
	  ○ capital programme development, including application of prioritisation methodologies, and familiarity with NZTA procedures; and/or
	  ○ business case development, particularly Programme Business Cases.
	• Demonstrated experience in leading the delivery of cross-departmental or cross-agency strategy or complex public policy documents/or processes.
	• Experience in undertaking reviews of major transport investment programmes and developing transport indicators and performance measures would be advantageous.

Disclaimer
The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

Approving manager:	**Version date:**
General Manager Policy	October 2026

	Job function:	**Job family:**	**Job:**
Job framework	Planning	Transport	Principal Advisor Transport Policy

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