



## **Governance and Reporting Lead Secondment or Fixed Term**

Lend your skills and experience to New Zealand's most exciting city shaping project, and the biggest investment in transport Wellington has ever seen.

### **About us | Ko wai mātou**

The team at Let's Get Wellington Moving is passionate about developing and delivering a transport system that supports Wellington's growth, while making it safer and easier to move around. Let's Get Wellington Moving's vision is to build a great harbour city, accessible to all, with attractive places, shared streets, and efficient local and regional journeys. To realise this vision, the programme is focused on moving more people with fewer vehicles.

This is an exciting, dynamic and complex work environment. Proactivity, flexibility, innovation, and collaboration are highly valued and critical for the programme's success.

### **The opportunity | Te Whiwhinga mahi**

As our Governance and Reporting Lead you will provide executive level support to the varying levels of governance within the Let's Get Wellington Moving Programme and facilitate internal (within the Programme) and external (to partner organisation) reporting in the best way possible.

You will

- Build strong effective relationships with a diverse group of partner stakeholders
- Ensure governance groups are supported with necessary information and frameworks
- Synthesise complex programme information into key messaging
- Develop implement and maintain standards, systems and processes
- Be secretariat for governance meetings including agenda management, facilitation and preparation of meeting packs, recording and distributing minutes and ownership of the forward calendar for approvals and assurance activities
- Document management and record keeping of all governance and reporting materials

### **About you | Ko koe tēne**

- Experience providing support to governance boards
- Ability to develop and maintain highly effective and professional working relationships
- Excellent organisational skills along with the ability to establish priorities and meet deadlines.
- Sound judgement, discretion, and sensitivity and political awareness
- Proven ability to work under pressure
- Excellent oral and written communication skills, particularly the ability to comprehend and reframe information for minutes
- Influence and manage others to ensure timeliness and quality of all submissions

**Waka Kotahi** is advertising this role on behalf of Let's Get Wellington Moving. The \$6.4 billion programme is a joint initiative between Wellington City Council, Greater Wellington Regional Council, and Waka Kotahi NZ Transport Agency.

Let's GET Wellington MOVING

If you are interested in hearing more about this opportunity, please contact Vivien at [LGWMcareers@nzta.govt.nz](mailto:LGWMcareers@nzta.govt.nz)

Only people with the right to work in New Zealand may apply for this position. For advice on obtaining a New Zealand work or residence visa visit [www.immigration.govt.nz](http://www.immigration.govt.nz)