

GRADUATE GUIDE

Auckland Transport's Ngā Kaihoe Programme



Let's go there



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WELCOME

We're excited to tell you about all the great work we do here at Auckland Transport (AT) and give you more details about the Ngā Kaihoe Programme and what it can offer you, as a graduate.

As Tāmaki Makaurau's public transport provider, we are responsible for making sure that we keep our city moving by providing transport choices that work for our customers now and in the future. Our team of just under 2,000 people help us manage twenty-two billion dollars of transport related assets and look after everything from roads and footpaths, to cycling, parking and public transport.

The opportunities for learning here are endless, and as a Ngā Kaihoe Programme graduate, you'll get to experience and learn about the different teams and diverse roles that make up AT first-hand.

We're on a journey to create safer journeys for everyone and would love you to be a part of it. Find out everything you need to know about the Ngā Kaihoe Programme on the next page.

OUR AT VALUES • Auahatanga
Better, bolder, together

Tiakitanga
Safe with us

Whanaungatanga
We connect

Manaakitanga
We care...Full stop



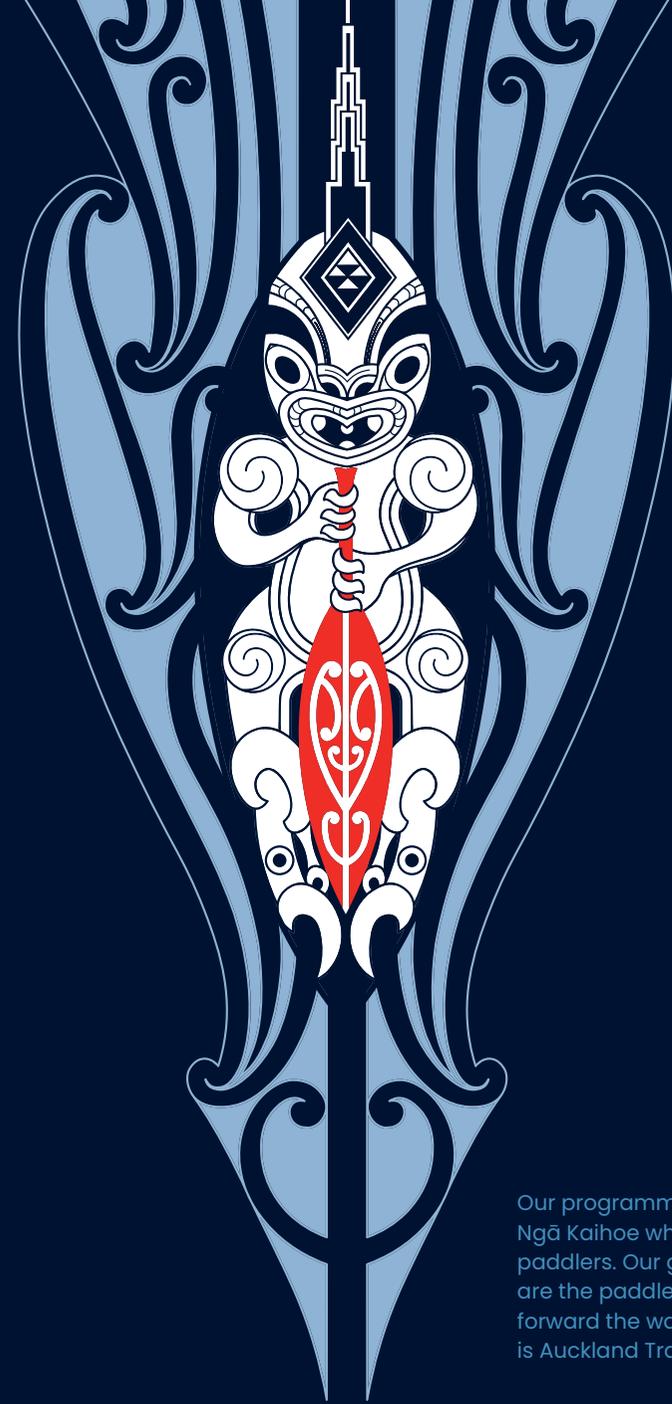
WHAT IS THE NGĀ KAIHOE PROGRAMME?

Ngā Kaihoe is Auckland Transport's emerging careers programme. The programme runs for eighteen months and is designed for both interns and graduates to use as a path to jumpstart their careers. Graduates are encouraged to complete different placements and try working in different teams and departments to get a feel for what each team does and see what role they might like to work in permanently, once the programme is done. These can be done either part-time or full-time. We make sure that our graduates are provided with learning and development opportunities and most importantly, that they get the chance to do work they are passionate about. Many of the projects are interconnected, meaning our Kaihoe can join the dots and really get to understand the business.

We want our graduates to have the best experience possible and to feel cared for under our value of Maanakitangā, we care... full stop. To make sure this happens, each graduate is paired with a 'home team' and mentor at the start of the programme, who they can report back to about how they are finding their different placements within the company. Once the 18-month programme has been completed, graduates are seamlessly transitioned off the programme and into permanent roles.

Think you could be interested?

Check out how to apply on the next page.



Our programme is called Ngā Kaihoe which means the paddlers. Our graduates/Kaihoe are the paddlers who push forward the waka that is Auckland Transport.

THE RECRUITMENT PROCESS

STEP 1: Submit your cover letter, CV and transcript

(an unofficial transcript is fine)

To apply for this programme, you'll need to send us your CV, your transcript and a brief cover letter (250 words max). This is your chance to tell us about your achievements and aspirations. We want to know what makes you amazing and why you want to be a part of the AT whanau.

STEP 2: Complete the Situational Judgement Questionnaire (SJQ)

Our SJQ is designed to help us learn a bit more about your work style. Don't worry, it's not a test, it's just another chance for you to get to know us and vice versa.

STEP 3: Complete the gamified assessment

Great, you've made it to step three! Our gamified cognitive assessment is made up of six mini interactive games to assess your numeracy, verbal reasoning and critical thinking. It's time to put your thinking cap on!

STEP 4: Complete the video interview

Congratulations on making it to the video interview round! The video interview stage provides you with an opportunity to tell us about some of your skills and experiences. To make sure you put your best foot forward, we will give you tips and hints to support you through this stage of our process. We want people to be comfortable and show their best selves.

STEP 5: Assessment centre

Well done, you're at the final stage of the Ngā Kaihoe application journey! You will be welcomed to Auckland Transport's headquarters in the viaduct for a half day, where you will complete a group activity, an individual assessment and an interview. You will also get the chance to meet some of our amazing employees and learn about what makes Auckland Transport an amazing place to work. Deep breaths, you've got this!



DIVERSITY AND INCLUSION – WHAT THIS MEANS FOR YOU



Our workplace culture is built on celebrating differences. We value different beliefs, different ways of thinking and different ways of working. It is important to us that we have a workplace and culture that puts people first. We want our employees to feel safe, respected, valued and supported in all that they do.



One way we are doing this is by giving AT employees the option to work from home several days a week (available in most roles) under our 'flexible working' policy. It is also important to us that all our staff feel that they can bring their whole selves to work. This means we want to see all the unfiltered, original and wonderful things that make you, you.

Did you know that we are proudly Rainbow Tick accredited? We also run a series of internal courses such as the 'Breaking Bias' workshop and the 'Rainbow Tick' workshop to educate our staff about different types of bias and diversity and the impacts that come with it.

If you like meeting like minded people and think you could enjoy being a part of a group, then look no further – our 'connect groups' do exactly that. These are just a few of the ways we are creating an inclusive workplace environment. Here are some of the groups you can be a part of:

**UNITED COLOURS NETWORK • AT PASIFIKA NETWORK • MANA KA MĀORI
BEYOND BORDERS • HAKUNA MATATA • RAINBOW NETWORK
INCREDIBLE INDIA • WOMEN'S NETWORK • CHINESE AT HEART**

We're always looking for people who like to think differently and for anyone that is ready to give new things a go. Our culture and the work we do is diverse, and we'd love to invite a unique individual like yourself to be a part of it. Have a read through the following pages and get to know the different teams that make up our company. Who knows, soon you might be a part of one.

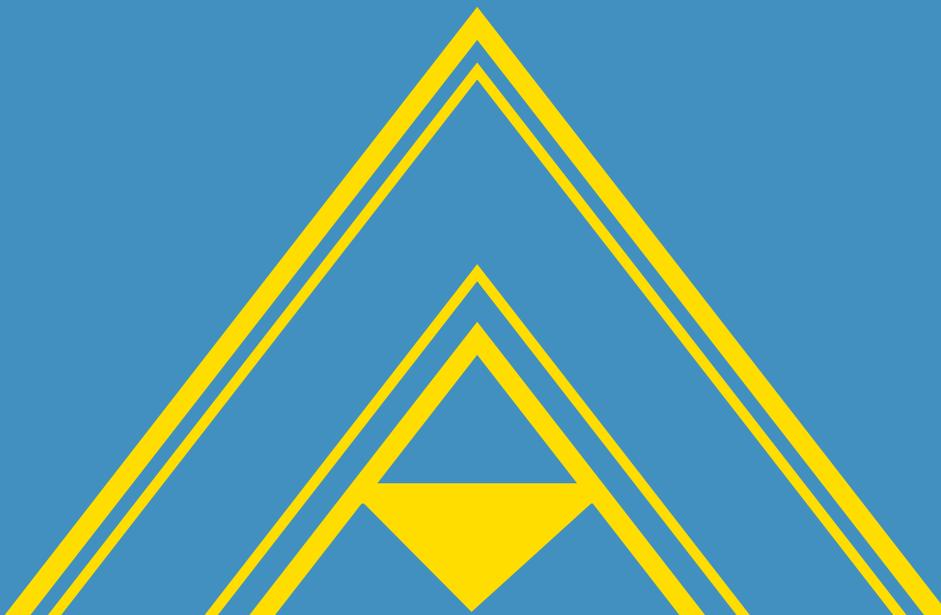
CULTURE AND TRANSFORMATION

The Culture and Transformation team is all about people. These guys are responsible for creating and maintaining our inclusive, diverse, high performing and all-round awesome company culture. The team are also responsible for attracting, developing and retaining our talented people.

As a graduate within the Culture and Transformation team you'll get the opportunity to work across a range of groups within Culture and Transformation, these include people experience, learning and capability and change and engagement. This could include designing AT's capabilities, so we are fit for the future, designing and delivering learning workshops, recruiting for AT's future talent or implementing diversity and wellbeing initiatives. The opportunities in the Culture and Transformation team truly are endless.

“ One of the most interesting and empowering parts of my work is being encouraged to apply a Te Ao Māori lens to any aspect of my work – my culture is a core part of my identity and I’m valued for that part of me – meaning I am able to bring my most authentic self to work.”

Rahera Wharerau,
Culture and Transformation
Graduate



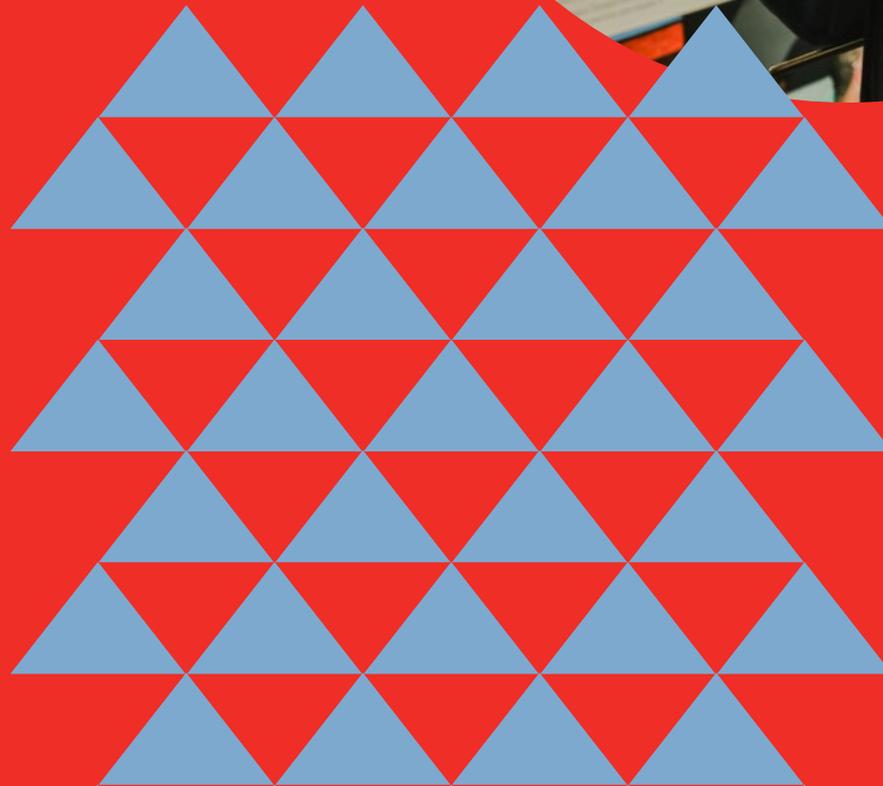
PROCUREMENT

The Procurement Team are a part of the Finance division and like their name suggests, they are responsible for procuring or purchasing assets for the company to use.

The team manage all the business processes associated with purchasing, which spans the whole 'plan, source, manage' cycle, from the identification of needs, to the end of a service contract, or the end of the useful life and subsequent disposal of an asset. It's a big job but these guys make it look effortless.

If you're detailed orientated and love looking for solutions, this could be the team for you.

Safety is a priority across our whole procurement lifecycle, and increasingly we must use the levers of Sustainable Procurement (social, cultural, economic and environmental), as part of our Sustainable Procurement Action Plan, to enhance Value for Money outcomes – “doing well, by doing good”.



PLANNING AND INVESTMENT

Have you ever wondered how our transport system evolves? Well, it's all thanks to our Planning and Investment Division. This wonderful group of people are responsible for creating and implementing documents, frameworks and policies that all work together to guide Auckland's development and ultimately, make sure that Auckland has a transport network that is fit for the future.

The Planning and Investment Division work with our internal and external partners to ensure that Auckland's response to growth is proactive, rather than reactive. If you have ideas about what the future of Auckland could look like, this could be the team for you.

“ I'm passionate about making Auckland a better place to live now and into the future, and AT has a huge role to play in improving how we plan and manage our transport system to get these good outcomes.”

Fred Smithers,
Planning and Investment Graduate



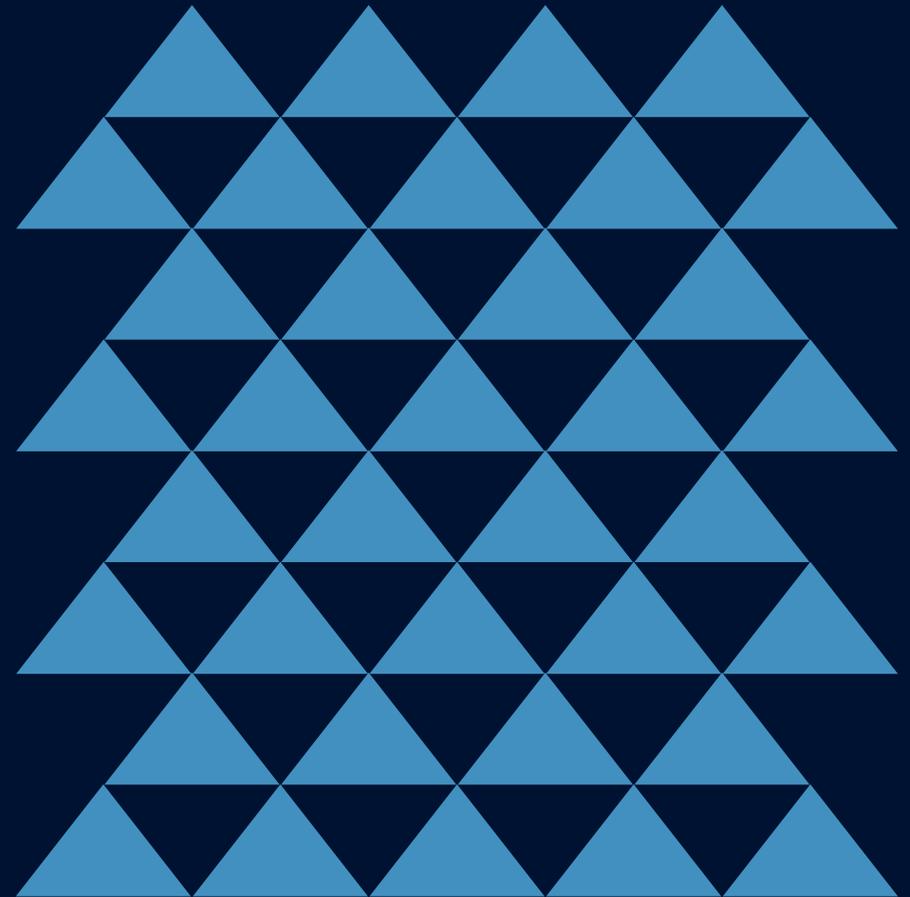
INTEGRATED NETWORKS

From footpaths, to cycleways, to buses and trains, AT is responsible for a whole network of things. Our Integrated Networks is one of the many teams within Auckland Transport responsible for providing a variety of services to support and deliver projects on Auckland's transport network. They look after huge capital projects, programmes of work and the maintenance of assets.

The Integrated Networks team works with a variety of different people on a range of different products. As a graduate in this team you'll have the opportunity to work on a huge range of projects in the following areas: structural, civil, mechanical, electrical, computer systems and environmental. To complete a project successfully, you'll be required to work with consultants and contractors. Collaboration is the key to doing well in this team.

“ What I love most about my job is the fact that I'm able to positively contribute to projects within my community.”

Samisoni Tupou,
Graduate Project Manager



CUSTOMER EXPERIENCE



The Customer Experience (CX) division is all about improving our relationship with our customers. Each project you are involved in will work towards the same end goal which is improving the experience our customers have getting around Auckland (whether that's by car, by ferry, by bike or by traveling in a private vehicle). To achieve this, you'll be required to focus on two key experiences, commuting and community living. Being a graduate within the CX division means you can work with a range of teams. These teams include customer experience design, market insights and voice of the customer, customer and digital experience, marketing and customer engagement, and finally, customer services.

“ I love the variety of work offered to me as a graduate. I have broadened my horizons of what I am capable of.”

Kaitlyn Relf, Customer Services Graduate

GOVERNANCE

The Governance team is here to make sure we have processes in place to help guide our team when it comes time to make important decisions about AT's future.

As a graduate working in Governance, you'll be exposed to and involved in a variety of work. From assisting the Governance Specialist to organise board and committee meetings, to having your own projects to create and deliver, no two days are ever the same. You will gain an insight into the processes behind how decisions are made at our organisation and get to work with and meet the Executive Leadership Team, as well as our Directors (our Board of Directors). So, are you ready to help us shape the future?



“ Working in Governance has not only given me great exposure to the big decision makers in the organisation but has also allowed me to contribute to the distribution of information to; our Chief Executive, ELT, Board and other various sub-committees.”

Vao Sika, Governance Graduate



FINANCE

Our Finance division is made up of a variety of individuals from different backgrounds and disciplines who love what they do. The Finance team help the rest of the business with much more than just numbers and data. The team provide financial and economic advice, peer review documents and assist with business priorities. These number whizzes are across all projects and activities and ultimately oversee that each team is managing its finances effectively.

AT's Finance division works across a range of streams including Procurement, Funding & Analysis, Financial Reporting and Capital Programme Support. These groups allow the team to provide support, management reporting, budgeting, forecasting and financial advice to the rest of the business. The Finance team focuses on achieving sustainable 'value for money', using a variety of accounting systems. As a graduate in the team, you'll learn how to work through complex issues and develop your analytical thinking.

“ AT's Finance division provides me a wide exposure across all projects and activities in a variety of functions, allowing me to combine my love of numbers together with my desire to make a meaningful contribution to Auckland.”

Stephanie Gallop, Funding & Analysis Graduate

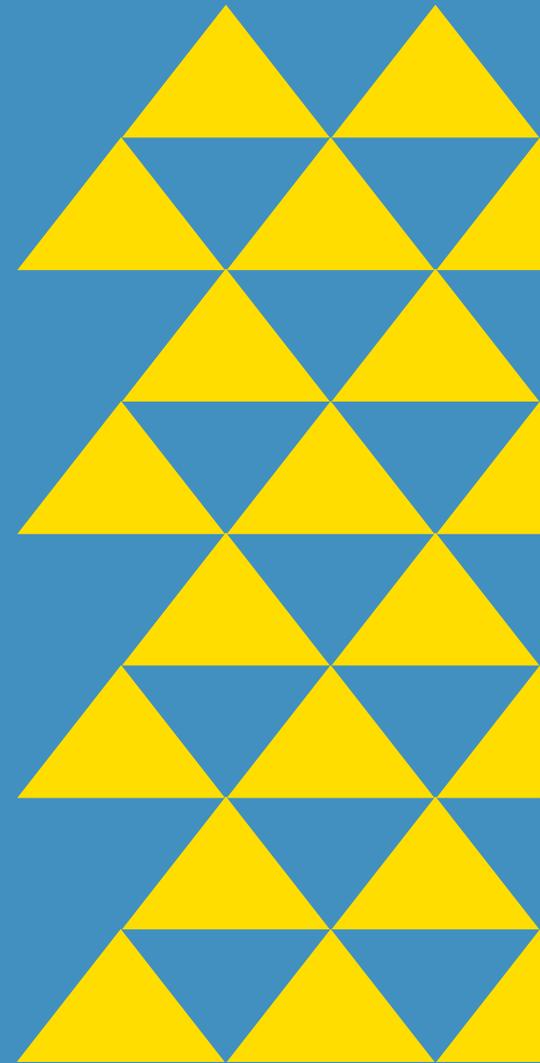
SAFETY

Our Safety team make it their mission to make sure that everyone gets home safe and that we, as a company, live our core value of Tiakitangā – Safe with us. The Safety team is a blend of Transport Safety and Health & Safety and is made up of two sub-teams, Safety Development and Safety Enablement. The team have adopted and led our 'Vision Zero' programme, which is designed to reduce the number of accidents, deaths and serious injuries on our roads by 2050. This team truly do make a difference.



“ What I love most about my job is being able to connect with people from all over the business and contribute to keeping people safe.”

Karishma Doe, Safety Graduate



SERVICE DELIVERY

Our Service Delivery team works with customers and stakeholders to investigate and respond to requests for network improvements. The team focus on identifying and prioritising projects that will improve how our transport network operates and improve road safety for all modes of transport. Each team member has one big thing in common, they all want to make Auckland a better place.

So, what kind of things will you work on as a graduate in this team? From constructing roundabouts and footpaths through to installing road signs and markings, this passionate lot of individuals work on a variety of projects that range in both size and complexity.

The Service Delivery team are also responsible for revenue generation for Auckland Transport with our Parking Wardens, the safe schools' programmes and our wonderful Transport officers

“ I love how I can change Aucklander’s daily commute to make it much safer and efficient.”

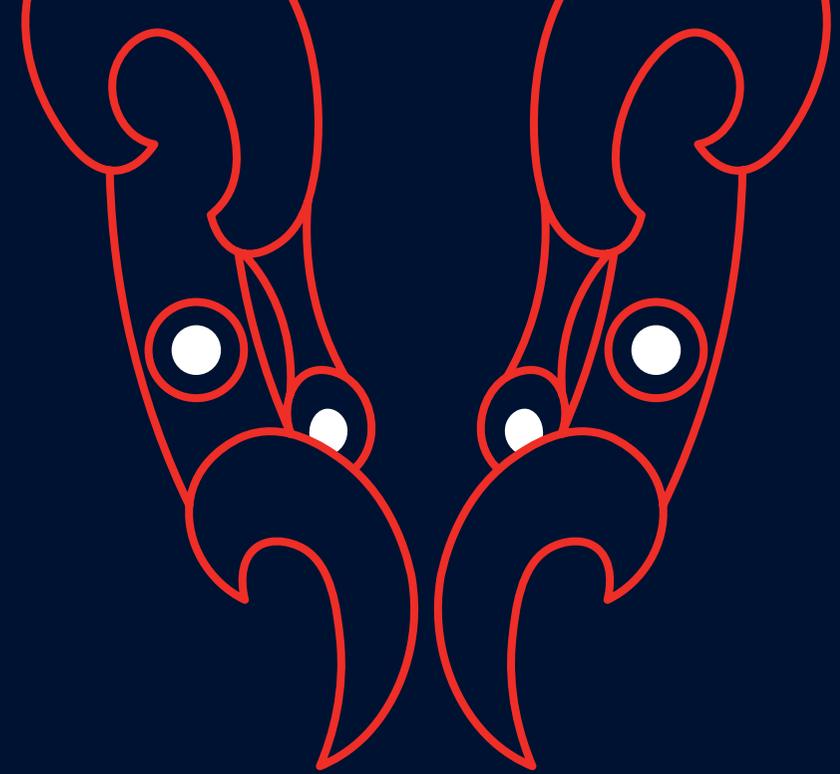
Sylvia Jung, Engineering Graduate



STAKEHOLDER, COMMUNITIES & COMMUNICATION

Ever wondered who was involved in the transformation of Quay Street and the Downtown area? The wider footpaths and greener space are thanks in part to work from the Stakeholder, communities and communications team. This group look after the reputation of Auckland Transport by providing support and advice on all communication and engagement activities with our stakeholders, elected members and communities across the region.

Our Community Engagement team operates on a regional hub model, with offices based in the north, central, west and south. The media, strategic communication and strategic consultation teams are all based within our head office, here at Viaduct Harbour. Speaking of media, did you know that these guys run our social media channels? Yes, from providing consultations to creating events and managing our media, the Stakeholder, communities and communications team do it all.



“ Whether engaging with mana whenua or presenting to the AT board; my role in stakeholder, communities and communications has pushed me to dive deep into the river of networks and relationships that drive our AT waka forward.”

Bailey Masters, Māori Policy and Engagement Graduate

BUSINESS TECHNOLOGY

Business Technology (BT) is a fast-paced, innovative division which consists of Digital & Technology Delivery, SecDevOps, Digital Architecture and Corporate Analytics. Their main job? To provide solutions and insights on key technological business problems. The BT team works with the wider company to make sure we have smart and impactful solutions to help keep Auckland moving.

By joining Business Technology at Auckland Transport, you will have the opportunity to learn how technology can transform the way we use information and use this knowledge to overcome Auckland's biggest transportation challenges.

“ I enjoy getting to see and be a part of the cool projects within Business Technology and collaborating with people across the organisation.”

Vandol Ton, GIS Graduate



RISK & ASSURANCE

As a team, Risk and assurance provide AT with a range of legal, risk management and assurance services. This talented group are made up of qualified lawyers, risk management specialists, certified fraud examiners, accountants and auditors.

Risk and assurance help AT to deliver its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management and control processes across the organisation. The learning opportunities are endless in this team and so are the rewards.



GET IN TOUCH

To find out more about the Ngā Kaihoe programme
or to apply, check out our Graduate Careers Page
or email us at recruitment@AT.govt.nz

