

## Job Description

Job Title:	Advisor, Ministerial Services
Reports to:	Director, Ministerial Services
Location:	Wellington
Date:	July 2019

## Our Ministry

We pride ourselves on the knowledge that we are part of a story of Pacific people in Aotearoa New Zealand that goes back many hundreds of years, and reaches across many thousands of miles. Our job is to write the next chapter of this story for our people. We see our connection to the Pacific community, therefore, as being at the intersection between centuries of history and culture, and the future Aotearoa New Zealand.

In everything we do, we take our families and communities with us. Whenever we are in meetings with other Agencies, designing policy or speaking with Ministers of Parliament, we take our communities into the room with us. We can do this because of the time we spend nurturing our relationships with our people. These relationships are crucial to what we do and enable us to prioritise the changes that will ensure more of our Pacific people can lead fulfilling lives.

Whether it is accessing life changing learning opportunities, help finding jobs to support their families, or having their voice heard in government decisions that affect Pacific communities, we walk alongside our people and empower them to change their lives.

## Our Role

The Ministry for Pacific Peoples is the Crown's principal advisor on policies and interventions aimed at improving outcomes for Pacific peoples in New Zealand. We bring the Pacific voice, perspective, and understanding into policy. We are caretakers of the Pacific intelligence we hold and provide stewardship over our Pacific communities and peoples.

We pursue our Mission of 'effecting positive change for Pacific peoples' through:

### **Policy Advice**

Providing expert policy advice to Ministers and partner agencies supporting the development of effective strategies and programmes targeted at Pacific communities.

### **Innovation**

Co-designing and delivering innovative programmes with our communities and identifying valuable policy, research and implementation insights.

### **Pacific Knowledge and Expertise**

Gathering intelligence on Pacific issues and opportunities and using this to inform our policy advice, enhance engagement practices with our Pacific communities, and influence decision making regarding Pacific peoples across government.

### **Partnerships and Leadership**

Partnering with a wide range of organisations across the private and public sectors to identify and promote future Pacific leaders and Pacific success.

Our mission	To effect positive change for Pacific peoples
Our vision and priorities	<ol style="list-style-type: none"> <li>1. Prosperous Pacific Peoples</li> <li>2. Thriving Pacific Languages, Cultures and Identities</li> <li>3. Resilient Healthy Pacific Communities</li> <li>4. Confident, Thriving and Resilient Pacific Young People</li> </ol>
Our values	<p><b>Service</b> is our calling and purpose</p> <p><b>Culture</b> guides and connects us</p> <p><b>Integrity</b> and passion for our work is what we deliver</p>
Our areas of work	<ul style="list-style-type: none"> <li>• Policy, research and evaluation</li> <li>• Regional partnerships</li> <li>• Pacific leadership including nominations to Government and boards</li> <li>• Advice to Government agencies</li> </ul>

## Role Purpose

The Advisor, Ministerial Services position exists to coordinate and provide advice on ministerial servicing and processes (e.g. Official Information Act requests and Parliamentary questions) ensuring that quality, timeliness and procedural standards are met.

## Key Accountabilities

### Ministerial Services Coordination (70%)

This will be achieved by but not limited to:

- Assisting with the management of Select Committee processes for the Ministry and the Minister, including distributing and communicating relevant information and expectations and assisting with follow through on these as requested
- Collating and logging all ministerial servicing requests (e.g. briefings, aide memoires, speeches, correspondence, PQs) according to agreed standards and ensuring that all associated correspondence is filed accurately with applicable request
- Allocating requests to appropriate manager according to the nature of the request, liaising with the Senior Advisor and/or Director, Ministerial Services as required to ensure appropriate allocations
- Reviewing completed requests to ensure that all components are completed as required, re-drafting and/or completing as necessary, and referring to Director, Ministerial Services for final review
- Submitting all completed requests to Approving Manager for sign off according to agreed procedures and timeframes
- Ensuring the delivery of copies of completed requests to Minister's Office, or agreed destination, ensuring necessary confidentiality and other standards are met
- Following up with teams and managers as required to ensure that process requirements are met for all ministerial services requests, including negotiating delivery timeframes if necessary
- Coordinating requests under the Official Information Act as required
- Responding to Standard Estimates questions as requested
- Monitoring generic email inbox and forwarding on requests, queries, etc to relevant team and/or manager
- Assisting with the coordination of regular reporting processes (e.g. weekly reporting) to ensure reports are prepared for manager sign-off according to agreed timeframes and standards
- Assisting with the coordination and collation of responses to regular and/or ad hoc questions (e.g. Annual review questions)

### Ministerial Services Advice (20%)

This will be achieved by but not limited to:

- Identifying and managing any risk associated with official correspondence, including escalating to the Director, Ministerial Services as appropriate

- Contributing to the maintenance of a monthly timeframe monitoring report, providing this to the Ministry's leadership team to ensure they remain informed and up to date on Ministerial Services activity
- Establishing on-going, effective communication with Ministry and Ministerial staff to ensure they are aware of expectations and timeframes with regards to ministerial services processes, negotiating and liaising as necessary to support them to meet timeframes and standards
- Maintaining an effective working relationship with the Office of the Minister, including the Minister's Private Secretary to ensure open and effective communication regarding all Ministerial Services requests and processes
- Drafting and/or completing requests from time to time, as agreed with Director, Ministerial Services, including completing associated research and submitting draft to relevant manager for sign off
- Assisting with the preparation and review of draft reports, replies, responses to ensure these are appropriate and relevant and likely to comply with requirements, making suggestions and providing advice for changes where necessary
- Assisting all Ministry staff to develop strong awareness and skill in ministerial services processes, including by coaching and/or training staff and sharing knowledge as required

### Team Support (10%)

This will be achieved by but not limited to:

- Assisting with the gathering and collation of data and information for accountability documents (e.g. Statement of Intent, Budget, Annual Report) as requested
- Supporting the team with quality control by providing peer review, editing and proofing review of documents
- Participating positively in team meetings, planning and events
- Being responsible for own health, safety and wellbeing at work

## Role Scope

### Key Dimensions of Resources Controlled:

Expenditure Level	Nil
Staff Responsibility	Nil

### Key Relationships

#### Internal

Director, Ministerial Services  
 Ministerial Services Team  
 All staff across the Ministry

#### External

Minister's Private Secretary  
 Minister's Office  
 Parliamentary Services

### Qualifications and Experience

- Degree level qualification or equivalent relevant experience in related field
- Minimum of 1 years' experience in a Ministerial Services position
- Demonstrable understanding and awareness of Ministerial Services processes

## Key Competencies

The Ministry promotes and supports a diverse and inclusive workforce. All positions across the Ministry are considered leadership roles and are guided by the Leadership Success Profile developed for the NZ Public Service.

<b>PACIFIC</b>	<p>All positions in the Ministry for Pacific Peoples include the requirement for strong Pacific competency. This is likely to include (but may not be limited to):</p> <ul style="list-style-type: none"> <li>▶ Demonstrated knowledge and understanding of how Pacific communities work, including the structures and nuances of these</li> <li>▶ A proven ability to apply knowledge and understanding of Pacific communities and issues to implementation and delivery</li> <li>▶ Fluency in a Pacific language is highly desirable</li> </ul>
<b>Strategic Leadership: Navigating for the future</b>	
Leading strategically	Think, plan, and act strategically; to engage others in the vision, and position teams, organisations, and sectors to meet customer and future needs.
Leading with influence	Lead and communicate in a clear, persuasive, and impactful way; to convince others to embrace change and take action.
Engaging others	Connect with and inspire people; to build a highly motivated and engaged workforce.
<b>System Leadership: Stewardship – of people, functions, organisations and systems</b>	
Enhancing organisational performance	Drive innovation and continuous improvement; to sustainably strengthen long-term organisational performance and improve outcomes for customers.
Enhancing system performance	Work collectively across boundaries; to deliver sustainable and long-term improvements to system and customer outcomes.
Leading at the political interface	Bridge the interface between Government and the Public Sector; to engage political representatives and shape and implement the Government's policy priorities.
<b>Delivery Management: Making it happen – with and through others</b>	
Achieving ambitious goals	Demonstrate achievement drive, ambition, optimism, and delivery-focus; to make things happen and achieve ambitious outcomes
Managing work priorities	Plan, prioritise, and organise work; to deliver on short and long-term objectives across the breadth of their role.
Achieving through others	Effectively delegate and maintain oversight of work responsibilities; to leverage the capability of direct reports and staff to deliver outcomes for customers.
<b>Talent Management: Identifying and developing our 'talent' (people managers only)</b>	
Enhancing people performance	Manage people performance and bring out the best in managers and staff; to deliver high quality results for customers.
Developing talent	Coach and develop diverse talent; to build the people capability required to deliver outcomes.
Enhancing team performance	Build cohesive and high performing teams; to deliver collective results that are more than the sum of individual efforts.
<b>Leadership Character</b>	Curious, Honest and Courageous, Resilient, Self-aware and agile

*Pacific Values are our anchor, with each generation weaving the foundation for the next to stand on.*

*Pacific communities are leading innovations within Aotearoa, the Pacific region and around the world.*

*We are confident in our endeavours, we are thriving, resilient and prosperous Pacific Aotearoa.*

*(Pacific Aotearoa Vision - Lalanga Fou, 2018)*