

## JOB DESCRIPTION

<b>Job Title:</b>	Ministerial Advisor
<b>Business Unit:</b>	Ministerial Support
<b>Business Group:</b>	Ministerial and Secretariat Services
<b>Branch:</b>	Shared Services
<b>Reporting to:</b>	Manager Ministerial Staffing
<b>Location:</b>	Parliament Buildings, Wellington
<b>Grade:</b>	18
<b>Date Prepared:</b>	10 March 2011

### The Department of Internal Affairs – Te Tari Taiwhenua

The new Department of Internal Affairs was established on 1 February 2011, and amalgamates the roles and functions previously undertaken by the former Department of Internal Affairs, Archives New Zealand, the National Library of New Zealand, the Office for the Community and Voluntary Sector (formerly within the Ministry of Social Development) and the Government Chief Information Office (formerly within the State Services Commission).

The Department has a unique role in nurturing the development of the country's nationhood, identity and culture. The Department maintains the collective memory of the nation and connects it to the present and future. As New Zealand's oldest government department, it has a continuous link back to the Colonial Secretary's office and the signing of the Treaty of Waitangi.

#### Purpose

The Department of Internal Affairs serves and connects people, communities and government to build a safe, prosperous and respected nation. For more detailed information about Internal Affairs, go to our website: [www.dia.govt.nz](http://www.dia.govt.nz).

#### Branch Overview

The Shared Services branch provides corporate-type functions to other business groups in the Department. The branch also provides support services to Ministers and secretariat support services to advisory boards and commissions of inquiry.

#### Business Group Overview

Ministerial and Secretariat Services (MASS) is part of the Shared Services Branch. MASS works to ensure that New Zealand's executive government runs smoothly and effectively by

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delivering a range of responsive, timely and professional services to and on behalf of Ministers of the Crown. These include staffing support and communications services to Ministers' offices, provision of ministerial residential accommodation and secure vehicular transport and airport facilitation.

MASS not only provides services for Ministers, we also support a number of stand-alone bodies both ad-hoc and ongoing, and maintain a capability to set up and support such bodies as required. MASS comprises the following units:

- Visits and Ceremonial Office
- Ministerial Support
- VIP Transport Service
- The Gambling Commission
- The Local Government Commission
- Business & Secretariat Services
  - The Film & Literature Board of Review (FLBOR)
  - The Library & Information Advisory Commission (LIAC)
  - Guardians / Kaitiaki of the Alexander Turnbull Library
  - Public Lending Right Advisory Group
  - Archives Council
  - Confidential Listening & Assistance Service
  - Support for Royal Commissions and Commissions of Inquiry.

## Position Summary

To provide general and political advice to the Minister of his/her portfolio(s) and parliamentary responsibilities that is consistent with the objectives of the government.

To develop appropriate relationships with Caucus, coalition and support parties in order to facilitate progress of policy and legislation within the Minister's portfolio responsibilities.

You will be responsible to the Minister for the provision of political advice.

No long term guarantee of job security can be given. The sudden advent of a reallocation of your Minister's responsibilities which results in a significant change to your role, snap election, and the normal three year parliamentary term of office all emphasise that on-going employment is not guaranteed.

## Key Responsibility Areas

Key Responsibility Areas	Accountability Statement
Analysis, Information & Advice	<ul style="list-style-type: none"> <li>• Provide the Minister with political oversight and high quality independent advice on policy proposals and submissions received in line with the government's objective.</li> <li>• Monitor relevant Cabinet Committee papers/minutes and draw to</li> </ul>



	<p>the Minister's attention all issues of significance.</p> <ul style="list-style-type: none"> <li>• Engage effectively with internal and external experts in relation to the Minister's portfolio(s) so that the best information is available for discussion, decision making, policy development, planning and risk management.</li> <li>• Answer questions of interpretation that raise significant issues in relation to Government policy.</li> </ul>
Strategic Planning	<ul style="list-style-type: none"> <li>• Provide, as required, input into the government's strategic planning.</li> <li>• Actively participate in the development of the Minister's work planning.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Advise, guide and mentor appropriate Associate Ministers' and Under-Secretaries' staff in relation to the Minister's portfolios.</li> <li>• Promote a culture of high performance and excellence.</li> <li>• Be a positive role model and act as a positive and inspiring advocate in relation to the completion of work assignments.</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Manage the Ministerial office relationship with Coalition and support party spokespeople and work with Prime Minister's office on relevant support party consultation issues.</li> <li>• Maintain effective relationships with the Prime Minister's advisory team; identify and advise of any potential risks as soon as possible.</li> <li>• Develop and maintain effective liaison and relationships with key stakeholders in Ministers' portfolios.</li> <li>• Attend meetings with officials, sector organisations, and any other relevant meetings as required.</li> <li>• Attend and play an active part in the weekly Advisors' meeting.</li> </ul>
Sector and Stakeholder Consultation	<ul style="list-style-type: none"> <li>• Consult with and advise appropriate support parties on policy and legislation within the Minister's portfolio(s) responsibilities in accordance with advice from the Prime Minister's office</li> <li>• Consult with the Prime Minister's office on the implementation of portfolio plans</li> <li>• Consult with and advise Portfolio Advisors, Senior Private Secretary, Press Secretary and other office staff on the implementation of portfolio plans.</li> <li>• Maintain effective relationships with the Prime Minister's advisory team.</li> <li>• Advise, with government members on Select Committees, on relevant legislation to ensure the Minister and Government is kept abreast of developments.</li> <li>• Liaise with Caucus Committees and Research Unit.</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>• Identify potential areas of risk and develop risk mitigation strategies, in consultation with the Minister and senior office staff.</li> <li>• Risk management of issues within Minister's portfolios and ensuring the Prime Minister's office is kept informed about potential risks and opportunities.</li> </ul>

	<ul style="list-style-type: none"> <li>• Understand and actively work with the Minister to manage any political risks.</li> <li>• Operate on a “heads up” basis so that any key risks are alerted to the Minister.</li> </ul>
Work Programme	<ul style="list-style-type: none"> <li>• Ensure the Minister is appropriately briefed for all House responsibilities.</li> <li>• Actively participate in the development of the Minister's work planning.</li> </ul>
Training	<ul style="list-style-type: none"> <li>• Attend all stipulated mandatory training.</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>• Takes personal responsibility for keeping self free from harm.</li> <li>• Follows safe working procedures.</li> <li>• Reports incidents promptly.</li> <li>• Reports hazards promptly and suggests appropriate remedies.</li> <li>• Knows what to do in the event of an emergency.</li> <li>• Co-operates in implementing rehabilitation plans.</li> </ul>

**Key Working Relationships**

Internal	External
<ul style="list-style-type: none"> <li>• Ministers</li> <li>• Chief of Staff</li> <li>• Prime Minister’s Office</li> <li>• Ministerial Office staff</li> <li>• Staff in other Ministers' offices/Coalition Partner and support party offices</li> <li>• Whips' office</li> <li>• Clerk's office</li> <li>• Members of Parliament</li> <li>• Cabinet Office staff</li> <li>• Ministerial Services staff</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Executives of Portfolio Departments, Ministries and State Owned Enterprises</li> <li>• Staff of Portfolio Departments, Ministries and State Owned Enterprises</li> <li>• Members of the public</li> <li>• Minister's constituents</li> <li>• Party officials</li> <li>• Sector interest groups</li> </ul>

**Accountabilities/Delegations**

**Staff Management**

Number of direct reports	Nil
Number of staff reporting to the direct reports	Nil

**Delegations**

Human Resources Delegations	Nil
Financial Delegations	Nil

**Security Clearance**

Level	Top Secret
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## Special Requirements (education, skills, knowledge, experience)

- A University degree.
- Extensive knowledge of the workings of Government.
- Highly developed interpersonal skills with a demonstrated ability to relate to and gain the confidence of the Minister and diverse stakeholders.
- Demonstrated ability to analyse, understand and convey complex information in a simplified form.
- Demonstrated ability to think strategically and identify risk in the development of Government policies.

## DIA Competencies

Competencies are behaviours that drive job success. They are observable and measurable characteristics that can be seen when a job is being done well.

With the exception of Achieves Effectiveness for Māori, the competencies DIA uses are derived from the Competency Sort Cards developed and copyrighted by Lominger Limited, Inc. No part of the Lominger competencies may be used, reproduced or transmitted in any form or by any means, by or to any party outside of The Department of Internal Affairs.

The competencies required for your role are listed below. Each competency falls within a competency cluster, which are broad themes of skills, behaviours and abilities.

Competency Cluster	Competency
Integrity	Integrity and Trust
	Ethics and Values
Intelligence	Learning on the Fly
	Intellectual Horsepower
	Decision Quality
Talent to Execute	Written Communications
Emotional Maturity	Self Knowledge
	Composure
Edge	Standing Alone
	Command Skills



Managing Complexity	Dealing with Ambiguity
	Strategic Agility
	Dealing with Paradox
	Perspective
Positive Energy	Perseverance
Managing Diverse Relationships	Interpersonal Savvy
	Comfort around Higher Management
	Political Savvy
Achieves Effectiveness for Māori	Effectiveness for Māori

### **Integrity**

This is the ability to accept personal accountability for actions and decisions; to be reliable, trustworthy, and honest in all aspects of our work; and to uphold the values and principles of the Department.

### **Intelligence**

This is the ability to learn, understand and think things out quickly. It is demonstrated in our ability to reason, solve problems, think creatively, understand ideas that can be complex, and learn quickly from experience. It is the ability to make sense of a changing environment and figuring out what to do.

### **Talent to Execute**

This is about getting the job done. It is the ability to achieve results for the Department and provide an outstanding service, with and through others. It also describes continuously searching for innovation and ways to add value in order to position the Department for future success.

### **Emotional Maturity**

This is the ability to control one's emotions, to recognise their impact and to adapt to changing circumstances, particularly during stressful times. It includes the ability to sense, understand, and react to others' emotions. It is about knowing one's strengths and weaknesses and continuously looking to improve oneself. It also requires individuals to demonstrate resilience and sound judgment in dealing with challenges.

### **Edge**

This is the ability to make tough calls and to demonstrate courage and confidence in challenging situations. It encompasses expertise in risk management and decision-making. Those with edge provide stability and clarity when crisis and confusion arise.

### **Managing Complexity**

This is the ability to operate effectively in an ever-changing environment, scanning the horizon for looming issues and providing solutions. This requires individuals to take an organisational perspective when resolving problems, ensuring the Department maintains a strong culture of innovation and togetherness.

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**Positive Energy**

This is the demonstration of an upbeat attitude through good times and bad, and the desire to strive for the best outcomes for the Department. Individuals who demonstrate this trait are able to positively affect the behaviour of others, motivating them with a sense of purpose and spirit of cooperation. It encompasses the capacity to care deeply for the work that we do and for the principles and values of the Department.

**Managing Diverse Relationships**

This is the ability to work with a diverse range of people and to build mutually beneficial relationships and networks, sometimes in complex environments. It is the ability to value the contribution of others, respecting each other's views, beliefs and customs, united in a common purpose.

**Achieves Effectiveness for Māori**

Achieves Effectiveness for Māori describes working effectively with and for Māori colleagues, clients and stakeholders, to ensure their specific needs are identified and met, and to create a positive work environment for Māori. It relates to our Effectiveness for Māori (EfM) strategies, policies and guidelines and supports our vision to be recognised as an EfM leader in public service.

(Please note that this competency is not part of the Lominger Competency suite)

**Success in the Job**

You will know you have been successful when you have achieved the results and demonstrated the competencies listed above.

Note: job profiles, competencies and grading structure may change over time. Jobholders will be notified of any changes. Consultation will take place in the event of any material changes that affect the overall scope, function or possibly size of the job.

**Approved**

Authorised Signature:	
Name:	Richard McDonald
Position:	The Manager, Ministerial Support
Date:	10 March 2011