

# Job Description

INTERNAL AFFAIRS

Te Tari Taiwhenua

<b>Job Title</b>	Advisor Secretariat Support
<b>Branch</b>	Shared Services
<b>Business Group</b>	Ministerial and Secretariat Services
<b>Reporting to</b>	Business Services Manager
<b>Location</b>	Wellington
<b>Salary Range</b>	\$50,859 - \$68,808 (Band - Delivery F)

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## Purpose

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The primary purpose of this position is to provide secretariat and advisory services to the Film and Literature Board of Review, Library and Information Advisory Commission, Guardians of the Alexander Turnbull Library, Public Lending Rights Advisory Group, the Archives Council and any other advisory or statutory body as required.

The position will also undertake other Business Services advisory work as required.

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## Key Tasks

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### Secretariat Support

- Provide secretariat support to advisory bodies as required including preparation of agenda and meeting papers in consultation with the Chairs of statutory/advisory bodies and DIA staff as required to agreed timeframes.
- Produce and disseminate accurate minutes to meeting participants to agreed standards and timeframes.
- Manage all administrative tasks including arrange venues, catering, equipment, travel and accommodation for meeting attendees
- Act as a key contact between the Department and members of statutory/advisory boards on all administrative matters.
- Manage induction of board members to enable them to perform their functions effectively.
- Manage performance of service providers in accordance with service levels.
- Responsible for undertaking continuous process/system improvement.

### Advisory Services

- Prepare letters and advice for advisory bodies
- Prepare annual reports for Advisory bodies as necessary which will include liaising with internal and external stakeholders and research
- Provide information to potential applicants seeking review by the Film & Literature Board of Review and action applications, ensuring compliance with legislative requirements
- Ensure advisory board websites are accurate and up to date as applicable.
- Other advisory work as required.

### Relationship Management

- Engage effectively with members of advisory boards

- Develop and maintain sound relationships across other branches within DIA including with the statutory officers of Archives NZ, National Library and the Alexander Turnbull Library as well as other agencies as appropriate.
- Establish and maintain relationships with key stakeholder organisations as appropriate.

### Health & Safety (for self)

- Takes personal responsibility for keeping self free from harm
- Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies
- Knows what to do in the event of an emergency
- Co-operates in implementing rehabilitation plans

### Key Relationships

#### Internal

- Manager and staff of Business Services Unit, MaSS
- Other MaSS Managers
- National Librarian, Chief Archivist & Chief Librarian, Alexander Turnbull Library
- Other DIA staff within KIRT, Shared Services and PREA

#### External

- Members of relevant Advisory/Statutory Boards
- Key stakeholder and interest groups relevant to functions and responsibilities of the advisory boards
- Applicants to FLBoR and/or their representatives
- Government agencies including the Office of Film & Literature Classification

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### Reporting Relationships

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The position reports to the Manager Business Services

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### Person Specification

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	Essential	Desirable
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#### Experience

• Proven experience in providing efficient and effective administration services preferably to an advisory or statutory body	Yes	
• Prior experience building and maintaining strong and effective working relationships	Yes	
• Demonstrated experience in working collaboratively	Yes	
• Demonstrated experience in exercising sound judgement and tact	Yes	
• Demonstrated experience in process/system improvement	Yes	

#### Knowledge

• Proficiency in working with financial information		Yes
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	Essential	Desirable
<ul style="list-style-type: none"> <li>• Sound understanding of NZ Government and Parliamentary processes, conventions and functions</li> </ul>	Yes	
<b>Skills</b>		
<ul style="list-style-type: none"> <li>• Excellent planning and priority setting skills</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>• Well developed communication skills, both written and verbal</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>• Ability to make sound judgements and identify and manage risks effectively</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>• Demonstrated well developed self management skills</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>• Demonstrated experience in a range of desktop applications including Microsoft Office (Word, Excel)</li> </ul>	Yes	
<b>Education and Professional Memberships</b>		
<ul style="list-style-type: none"> <li>• University degree</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>• Evidence of maintaining ongoing professional development</li> </ul>	Yes	
<b>Other</b>		
Confidential Clearance	Yes	

## 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.

The competencies required for this job 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
	Timely Decision Making
Talent to Execute	Customer Focus
	Managing and Measuring Work
	Written Communications
	Organising
	Planning
	Priority Setting
Emotional Maturity	Time Management
	Self Knowledge
Managing Complexity	Composure
	Dealing with Paradox
Positive Energy	Problem Solving
	Perseverance
Managing Diverse Relationships	Motivating Others
	Interpersonal Savvy
Achieves Effectiveness for Māori	Political Savvy
	Effectiveness for Māori (Level 2)

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