

Job Description

INTERNAL AFFAIRS

Te Tari Taiwhenua

Job Title	Private Secretary (Advisory/Media) – Minister Outside Cabinet
Branch	Ministerial and Secretariat Services
Business Group	Shared Services
Reporting to	Manager Ministerial Staffing
Location	Wellington (Parliament)
Job Family	Corporate: Band H
Salary Range	\$71,985 - \$97,392
Date Graded	10 May 2012

Purpose

You will be responsible for ensuring that all policy and political advice as well as all media communications from the Minister's office are consistent with the agreed priorities and messages of the government.

You will be responsible to the Senior Private Secretary.

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 Tasks

Analysis, Information & Advice

- Provide the Minister with political oversight and high quality independent advice on policy proposals and submissions received in line with the government's objective.
- Monitor relevant Cabinet Committee papers/minutes and draw to the Minister's attention all issues of significance; and check and action the communications statements.
- 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.
- Answer questions of interpretation that raise significant issues in relation to Government policy.
- Prepare background information and offer to brief government Select committee chair/ senior members prior to departmental financial reviews or other reviews.
- Manage OIA requests, including being able to identify potential political issues which may arise, and liaise with Prime Minister's office as required, and provide political insight and signoff of written questions
- Manage oral questions in liaison with the Portfolio Private Secretary, Press Secretary and department; prepare responses and supplementary questions; ensure Minister has supporting and other information required to respond.
- Attend agency briefings and other relevant portfolio meetings with the Minister and/or Adviser to ensure on-going understanding and management of issues, effective liaison and relationship development and to record and action any follow-up requirements, including briefing agencies.

- Read, check and provide quality assessment and assurance of policy advice from agencies and where appropriate summarise to help facilitate decision-making.
- Provide high quality service to all clients, officials, visitors and constituents who have contact with the Minister's office

Press/Media

- Plan and develop communication strategies in conjunction with the Prime Minister's office. Be accountable for the successful implementation of communication strategies.
- Acquire and maintain a thorough knowledge of the Ministry, Departments or agencies for which the Minister has responsibility, together with the community and/or industry groups of special significance to the Minister's portfolio responsibilities.
- Be informed on the policy, programme and management issues affecting the Minister and the Ministry; liaise with staff in the Ministry, Departments or agencies.
- Be sensitive to and knowledgeable of the public relations, publicity and information implications of any proposals, developments or initiatives affecting the Minister's portfolios and/or electorate and advise the Minister as appropriate.
- Be clear on the Minister's publicity objectives and portfolios and seek to achieve them through appropriate speech notes, media releases, articles, interviews, media briefings or background information.
- Prepare material in line with the government's communications strategy as well as the approval of the Minister.
- Monitor the extent and nature of the Minister's media coverage and keep the Minister informed of this; keep appropriate files of media releases, news clippings, scripts and articles and monitor radio and television news. Post the Minister's speeches and media releases on the Beehive website in a timely manner.
- Maintain contact with media representatives and facilitate contact between the Minister and the media subject to the Minister's priorities and publicity objectives; liaise from the office and home with journalists in the Parliamentary Press Gallery and in news organisations throughout the country and overseas, providing information, contacts or statements as appropriate.
- Work closely with the Minister's Private Secretaries and other staff to ensure that duties undertaken are integrated into the work of the Minister's office; ensure a team approach to all matters both within the Minister's office and with other Ministerial offices in the administration.
- Maintain continuing and effective liaison with the Prime Minister's Chief Press Secretary to ensure there is a coordination of effort between all staff who have responsibility for media communications.
- Working with appropriate Associate Ministers' and Under-Secretaries' staff in relation to the Minister's portfolios.

Strategic Planning & Work Programme

- Ensure the Minister is appropriately briefed for all House responsibilities.
- Work with Private Secretaries, departments and staff from the Office of the Leader of the House, Prime Minister's Office, and support parties to achieve the smooth implementation of the legislative programme.
- Work with the Minister, Private Secretaries and departments on the implementation of departmental statement of intent.
- Where required, providing input into the government's strategic planning.
- Actively participate in the development of the Minister's work planning.

Information Management, Consultation

- Promptly present to the Minister all departmental and agency reports, submissions, briefings, correspondence, oral, fax and email messages that require appropriate action or direction.

- Promptly advise agencies of the Minister's decision on information submitted for consideration or action, together with any associated Ministerial feedback, and ensure that the Minister is aware of agencies' positions on policy issues.
- Consult with appropriate support parties on policy and legislation within the Minister's portfolio responsibilities.
- Ensure the prompt processing of correspondence received by the Minister to enable agencies to prepare Ministerial replies within required timeframes and standards.
- Promptly provide to agencies Cabinet and Cabinet Committee decisions and other relevant material received from the Cabinet Office.
- Attend meetings with officials, sector organisations, and any other relevant meetings as required.
- Attend meetings with ministry/ agency staff to help explain new Ministerial procedures, activities, requirements and preferences.

Information Management

- Manage oral questions in liaison with Private Secretary - Advisory and department; prepare responses and supplementary questions; ensure Minister has supporting and other information required to respond.
- Promptly present to the Minister all departmental and agency reports, submissions, briefings, correspondence, oral, fax and email messages that require appropriate action or direction.
- Collate and check weekly media diary and other planning documents
- Attend weekly Press Secretaries meeting.

Relationship Management

- Manage the Ministerial office relationship with Coalition and support party spokespeople and work with Prime Minister's office on relevant support party consultation issues.
- Maintain effective relationships with the Prime Minister's advisory team; identify and advise of any potential risks as soon as possible.
- Develop and maintain effective liaison and relationships with key stakeholders in Ministers' portfolios.
- Attend meetings with officials, sector organisations, and any other relevant meetings as required.
- Attend and play an active part in the weekly Advisors/Press Secretary meetings.
- Acquire and maintain a thorough knowledge of the Ministry, Departments or agencies for which the Minister has responsibility, together with the community and/or industry groups of special significance to the Minister's portfolio responsibilities.
- Liaise with government members on Select Committees on relevant legislation to ensure the government is kept abreast of developments.
- Liaise with Caucus Committees and Research Unit, and Cabinet Office where required.
- Establish and maintain excellent working relationships with the Minister's Electorate Agent, Party Executive and relevant agencies

Risk

- Risk management of issues within Minister's portfolios and ensuring the Prime Minister's office is kept informed about potential risks and opportunities.
- Identify areas of business risks and provide advice and support to mitigate risks.
- Understand and actively work with the Minister to manage any political risks.
- Operate on a "heads up" basis so that any key risks are alerted to Senior Staff.

Work Programme

- Collate monthly departmental calendar of forthcoming issues and events – identify opportunities for the Minister and develop in liaison with the Private Secretary, department and Senior Private Secretary.

- Be aware of and as necessary, coordinate appointments to statutory bodies coming under the Minister's portfolio responsibilities.
- In consultation with agencies, and advisers monitor and review the production of legislation in accordance with the Government's annual legislation programme.
- As directed, co-ordinate with the Private Secretary the passage of portfolio legislation through the House ensuring that the Minister knows at what stage a particular Bill is at and amendments required by various authorities have been made accordingly

Electorate

- Establish and maintain excellent working relationships with the Minister's Electorate Agent, Party Executive and relevant agencies.
- Manage electorate issues including process and reply to electoral correspondence, and liaison with electoral staff over appointments, clinics etc.
- Keep Minister regularly informed on issues within the electorate.

Training

- Attend all mandatory training stipulated from time-to-time.

Administration

- Provide high quality service to all clients, officials, visitors and constituents who have contact with the Minister's office
- Assist with answering telephones, preparation of presentations and other general administrative, secretarial support and related duties as requested

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

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	Confidential
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Person Specification

	Essential	Desirable
Experience		
A history of achievement in the delivery of high quality advisory services	Yes	
Strong journalist skills and/or media and public communications experience	Yes	
Experience in effectively managing a wide range of relationships	Yes	
Knowledge		
Extensive knowledge of the workings of Government		Yes
Strong knowledge of IT systems and research facilities	Yes	
Skills		
Highly developed interpersonal skills with a demonstrated ability to relate to and gain the confidence of the Minister and diverse stakeholders	Yes	
High level of skill in facilitating and leading groups		Yes
Well developed communication skills	Yes	
Ability to persuade, influence and gather information to obtain optimal outcomes		Yes
Demonstrated ability to analyse, understand and convey complex information in a simplified form	Yes	
Demonstrated ability to think strategically and identify risk in the development of Government policies	Yes	
Education and Professional Memberships		
A tertiary level qualification in a relevant discipline	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	Intellectual Horsepower Technical Learning Learning on the Fly
Emotional Maturity	Self Knowledge Composure
Talent to Execute	Functional Technical Skills Presentation Skills Written Communications
Positive Energy	Perseverance
Edge	Standing Alone
Managing Diverse Relationships	Interpersonal Savvy Political Savvy Comfort around higher management
Managing Complexity	Dealing with Ambiguity Strategic Agility
Achieves Effectiveness for Māori	Effectiveness for Māori

Competency Clusters

- 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 organisation perspective when resolving problems, ensuring the Department maintains a strong culture of innovation and togetherness.
- **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)