



# Job description

## Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

## Ministerial Advisor (Level 2)

### Shared Services, Ministerial and Secretariat Services

You will be responsible for providing general and political advice to the Minister on their portfolio(s) and parliamentary responsibilities that is consistent with the objectives of the Government. You will develop effective relationships with Caucus, coalition and support parties in order to facilitate progress of policy and legislation within the Minister's portfolio responsibilities. This is an events based position based on a 3 year parliamentary term.

- **Reporting to:** Senior Private Secretary and Portfolio Manager
- **Location:** Wellington (Parliament)
- **Salary range:** Policy I
- **Security clearance:** The ability to obtain and maintain a Confidential National Security Clearance. Some roles will require Secret or Top Secret

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### What we do matters – our purpose

Our purpose is to serve and connect people, communities and Government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

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### How we do things around here – our principles



#### We make it easy, we make it work

- Customer centred
- Make things even better

#### We're stronger together

- Work as a team
- Value each other

#### We take pride in what we do

- Make a positive difference
- Strive for excellence

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### Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p><b>Analysis, Information &amp; Advice</b></p> <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 objectives.</li> <li>• Monitor relevant Cabinet Committee papers/minutes and draw to the Minister's attention all issues of significance.</li> <li>• Engage effectively with internal and external experts in relation to the Minister's portfolio(s) so that the accurate 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> <li>• 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</li> <li>• Manage oral questions in liaison with the Portfolio Private Secretaries, Press Secretary and department; prepare responses and supplementary questions; ensure Minister has supporting and other information required to respond.</li> </ul>	<ul style="list-style-type: none"> <li>• The Minister is informed and advised on implications of proposals and submissions in line with the Government's objectives.</li> <li>• The Minister is informed of all potential implications for their portfolio(s) of all Cabinet papers.</li> <li>• Advice received by the Minister is expertly informed and of the highest quality.</li> <li>• Institutional knowledge regarding the Minister's portfolio(s) responsibilities developed, maintained, and up-to-date.</li> <li>• OIA and written question responses are well-managed, the Prime Minister's office is advised and consulted as required.</li> <li>• A well-briefed Minister equipped with questions in preparation for Parliament question time. The Minister able to confidently answer questions in Parliament.</li> </ul>
<p><b>Strategic Planning</b></p> <ul style="list-style-type: none"> <li>• Provide input into the Government's strategic planning.</li> </ul>	<ul style="list-style-type: none"> <li>• The best interests of the portfolio taken into account in the Government's strategic planning.</li> </ul>
<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Advise, guide and mentor appropriate Associate Ministers' and Parliamentary Under-Secretaries' staff in relation to the Minister's portfolio(s).</li> <li>• Build capability within the office by sharing knowledge with staff.</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>	<ul style="list-style-type: none"> <li>• Colleagues receive necessary guidance and mentoring as required, and view you as a positive role model.</li> <li>• Staff continue to learn and develop through knowledge sharing.</li> <li>• A culture of high performance and excellence demonstrated across the Ministerial office.</li> </ul>

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> <li>• Provide guidance and support during times of significant office change, for example, following a general election or Cabinet reshuffle, to ensure the welfare of staff.</li> </ul>	<ul style="list-style-type: none"> <li>• The Minister’s office is well-managed and staff welfare is maintained through periods of change. Staff are supported, keeping disruption to a minimum.</li> </ul>
<p><b>Relationship Management</b></p> <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’ portfolio(s).</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>	<ul style="list-style-type: none"> <li>• Strong relationships between the Minister’s office and Coalition and support party spokespeople that allow for effective consultation.</li> <li>• Potential risks dealt with early utilising strong relationships with the Prime Minister’s advisory team.</li> <li>• Strong and effective relationships with key portfolio stakeholders.</li> <li>• Attendance and contribution at relevant meetings as required.</li> <li>• Actively contribute and collaborate with colleagues.</li> </ul>
<p><b>Sector and Stakeholder Consultation</b></p> <ul style="list-style-type: none"> <li>• Consult with and advise appropriate support parties on policy and legislation 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 Private Secretaries, Senior Private Secretary, Press Secretary and other office staff on the implementation of portfolio plans.</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 the Government, Research &amp; Communications Unit.</li> </ul>	<ul style="list-style-type: none"> <li>• Collaboration with support parties and the Prime Minister’s office on appropriate policy and legislation.</li> <li>• Strong communication channels with the Prime Minister’s advisory team.</li> <li>• The Minister and Government advised on the progress of legislation through select committees.</li> <li>• Key staff are involved in the implementation of portfolio plans.</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Risk Management</b></p> <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> <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>	<ul style="list-style-type: none"> <li>Senior staff, the Minister and Prime Minister's office kept aware of potential risks ahead of time.</li> <li>Potential risks are dealt with early using risk mitigation strategies.</li> </ul>
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>Positively promote effective communications between the Minister, ministerial and electorate offices, portfolio departments, Crown entities and key stakeholders, fostering a high level of collaboration and goodwill.</li> <li>Establish, monitor and continually improve the flow of information and documents to and from the Minister.</li> <li>Present to the Minister all departmental and agency reports, submissions, briefings, correspondence, oral and email messages that require appropriate action or direction.</li> </ul>	<ul style="list-style-type: none"> <li>Strong, positive communication channels with relevant Government entities operating with a culture of goodwill.</li> <li>The Minister able to promptly receive and distribute information and documents with ease as needed.</li> </ul>
<p><b>Work Programme</b></p> <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>	<ul style="list-style-type: none"> <li>The Minister is aware of their House responsibilities and obligations.</li> <li>Contribution to the Minister's work planning.</li> </ul>
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>Work safely and take responsibility for keeping self and colleagues free from harm.</li> <li>Report all incidents and hazards promptly.</li> <li>Know what to do in the event of an emergency.</li> <li>Contribute to the formulation of return to work plans.</li> </ul>	<ul style="list-style-type: none"> <li>Health and safety policies followed.</li> <li>An appropriate return to work plan formulated and implemented.</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Ministers	✓			✓		✓
	Chief of Staff	✓			✓		✓
	Prime Minister's Office	✓	✓		✓		✓
	Ministerial Office staff	✓	✓		✓	✓	✓
	Staff in other Ministers' offices/Coalition Partner and support party offices		✓	✓	✓		✓
	Whips' office				✓		
	Clerk's office				✓		
	Members of Parliament		✓	✓	✓	✓	✓
	Cabinet Office staff				✓		
	Ministerial Resourcing Portfolio Managers		✓		✓		✓
	Ministerial Resourcing Team		✓		✓		✓
External	Chief Executives of Portfolio Departments, Ministries and State Owned Enterprises	✓	✓		✓		
	Staff of Portfolio Departments, Ministries and State Owned Enterprises	✓	✓		✓		
	Members of the public				✓		✓
	Minister's constituents				✓		✓
	Party officials	✓	✓	✓	✓		✓
	Sector interest groups	✓	✓		✓		✓

Your delegations	
Human Resources and financial delegations	Nil
Direct reports	Nil

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is <a href="#">Valued Contributor</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Customer Focus</li> <li>• Continuous improvement</li> <li>• Teamwork and peer relationships</li> <li>• Action oriented</li> <li>• Self-development and learning</li> <li>• Functional and technical skills</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• A tertiary degree in a relevant discipline or equivalent experience.</li> <li>• Experience in the successful mentoring of staff is desirable.</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Extensive knowledge of the workings of Government.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Highly developed interpersonal skills with a demonstrated ability to relate to and gain the confidence of the Minister and diverse stakeholders.</li> <li>• Demonstrated ability to analyse,</li> </ul>

Your success profile for this role	What you will bring specifically
	<p>understand and convey complex information in a simplified form.</p> <ul style="list-style-type: none"><li>• Demonstrated ability to think strategically and identify risk in the development of Government policies.</li><li>• Ability to work well as a team player and collaboratively across teams.</li><li>• Proven ability to maintain confidentiality and use discretion, possesses sound judgement and tact in dealing with sensitive issues.</li><li>• Effective planning and co-ordination skills, with the ability to meet tight deadlines and multi task.</li><li>• Strong attention to detail and an ability to take responsibility for completing tasks set.</li></ul> <p><b>Other Requirements:</b> May be required to:</p> <ul style="list-style-type: none"><li>• Be available for working outside normal working hours.</li><li>• Drive a departmental vehicle, rented vehicle or private vehicle while on departmental business. A current driver licence is essential in these circumstances.</li></ul>