



Job description

Haere mai

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

Senior Gazette Officer

Government Information Services (GIS), Service and System Transformation

The purpose of this position is to carry out a range of tasks to prepare and publish Gazette notices. Primarily you will typeset, proofread, liaise with clients as necessary, and publish *New Zealand Gazette* ("Gazette") notices, ensuring that all publication deadlines are met. You will also be expected to provide support and back up for the Chief Publisher in times of absence and in terms of business continuity planning. You will be able to provide expert guidance for Gazette Officers for complex Notices and assistance in regard to complex customer problems where appropriate.

- **Reporting to:** Chief Publisher NZ Gazette
- **Location:** Wellington
- **Salary range:** Delivery F

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.

How we do things around here – our principles



We make it easy, we make it work

- Customer focused
- 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

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>Notice preparation and Publication</p> <ul style="list-style-type: none">• Typesetting by preparing Gazette notices in HTML, according to house style for formatting and coding• Undertake proof reading of notices ensuring notices are consistent with customer copies• Final review of proofs prior to publication.• Create and maintain up-to-date templates for standard notices.• Maintain the consistency of tag descriptions for notices.• Publish notices correctly and within publication timeframe or on scheduled date• Update CMS and reporting spreadsheets• Diagnose and resolve web content formatting issues.	<ul style="list-style-type: none">• Notices are published within two-day turnaround or on scheduled date.• Notices are grammatically correct and consistent with customer copy.• Web content and formatting issues are resolved in a timely manner.
<p>Advice and Support</p> <ul style="list-style-type: none">• Provide technical advice and guidance to team members.• Train and mentor Gazette Officers as appropriate.• Support Chief Publisher, Gazette in managing the Gazette• Act as a key member of staff in the event of a major event where BCP is activated.• Undertake project work as required by the Chief Publisher, Gazette as appropriate.	<ul style="list-style-type: none">• Gazette Officers are provided advice and guidance and develop in role.

<p>Customer Liaison</p> <ul style="list-style-type: none"> • Liaising with and assisting customers for notice submissions and publication • Handle general enquiries by phone and email • Proactive management of complex customer enquiries as required. 	<ul style="list-style-type: none"> • Customer enquiries are handled promptly and professionally
<p>Post Publication</p> <ul style="list-style-type: none"> • Checking successful upload on website • Check links to amended notices • Check and confirm print run with printers 	<ul style="list-style-type: none"> • Notices are published error-free.
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm • Report all incidents and hazards promptly • Know what to do in the event of an emergency • Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work. • Health and safety guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/ lead	Deliver to
Internal	Capability Manager	✓	✓		✓		✓
	Chief Publisher	✓	✓		✓		✓
	Gazette Team	✓	✓		✓		✓
	DIA staff	✓	✓	✓	✓		✓
External	Gazette Customers	✓	✓		✓		✓
	Suppliers	✓	✓		✓		✓

Your delegations	
Human Resources and financial delegations	Level Z
Direct reports	n/a

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 behaviors and skills needed to be successful. The core success profile for this role is Valued Contributor.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Customer Focus • Continuous improvement • Teamwork and peer relationships • Action oriented • Self-development and learning • Functional and technical skills 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience in digital or online publishing desirable • A background in the publishing industry or a qualification in publishing • Experience in a deadline-driven environment • Experience in providing excellent service to the public <p>Knowledge:</p> <ul style="list-style-type: none"> • An excellent understanding of English grammar and syntax • Knowledge of the machinery of government, including legislation <p>Skills:</p> <ul style="list-style-type: none"> • High attention to detail • Excellent computer skills, in particular Microsoft Office and content management systems • Good understanding of HTML • Excellent communication skills • The ability to function well under pressure • The ability to meet tight deadlines • The ability to work well as part of a small team • Effective planning and coordination skills • Understanding of web content editing • Adept at dealing with customers • Clear and consistent decision-making <p>Other requirements:</p> <ul style="list-style-type: none"> • Publishing or other related tertiary qualification desirable • Ability to obtain a satisfactory MoJ Criminal Conviction check