



# 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 Private Secretary

### Minister Inside Cabinet

### Shared Services, Ministerial and Secretariat Services

The Senior Private Secretary has overall management responsibility for the ministerial office. You will be responsible to the Senior Private Secretary and your Portfolio Manager. This is an events based position based on a 3 year parliamentary term.

- **Reporting to:** Portfolio Manager
- **Location:** Wellington (Parliament)
- **Salary range:** Delivery I
- **Security Clearance:** The ability to obtain and maintain at least a 'Confidential' National Security Clearance. Some roles will require 'Secret' or 'Top Secret' security clearance.

### 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 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

### 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>Leadership</b></p> <ul style="list-style-type: none"> <li>• Apply the Department’s recruitment, induction and development tools to recruit and retain a skilled team.</li> <li>• Lead in a manner consistent with the Department’s values by encouraging the application of best practice processes; promoting continuous improvement and innovation; demonstrating a commitment to achieving effective, efficient and quality support services and proactively working to understand and resolve issues to achieve successful customer outcomes.</li> <li>• Role model active participation in and commitment to the implementation of change and organisational development initiatives.</li> <li>• Lead and promote exemplary behaviour of self and staff.</li> <li>• Develop and maintain a high performing team by effectively implementing the Department’s Performance Planning and Review Framework: setting clear performance expectations and standards; monitoring individual and team performance against standards; providing regular and meaningful feedback; completing performance reviews; recognising high performance; and effectively addressing non-performance.</li> <li>• Coach staff to provide for their development and ensure they gain access to training opportunities provided by Ministerial Resourcing and the Department of Internal Affairs.</li> <li>• As part of the Ministerial Resourcing team, attend, be active and participate in Senior Private Secretary meetings, leadership programmes and development workshops.</li> <li>• Support positive employee relations by fostering a culture based on mutual respect, collaboration and team work and maintain high levels of employee engagement through effective communications and development of individual team members.</li> <li>• Coach and mentor staff on key processes and responsibilities relating to administration, advisory, and media work to ensure they are known, understood and able to be delegated to the team during eventful periods.</li> <li>• Ensure staff have the resources and support to function effectively in their role and are able to quickly acquire the on-site knowledge needed to support the Minister.</li> <li>• Lead and support senior team members who are experts in their field.</li> <li>• Provide guidance and support during times of significant office change to ensure the welfare of staff, i.e. following a General Election or Cabinet reshuffle.</li> </ul> | <ul style="list-style-type: none"> <li>• Leadership and management of people within a ministerial office meets DIA expectations</li> <li>• Behaviour as a senior leader in line with the DIA Capability Framework</li> <li>• High performing staff are effectively recruited, developed, supported and retained</li> <li>• The performance and development of all staff within the office is appropriately planned and managed in accordance with DIA processes and business needs</li> <li>• Capability is maintained within the team by implementing development plans, promoting a continuous learning environment, providing learning opportunities and through effective coaching and mentoring of individual team members</li> <li>• Staff utilising development opportunities.</li> <li>• Engagement action plans are developed and completed</li> <li>• Regular culture and engagement activities are undertaken.</li> <li>• Staff functioning at an increasing rate of independence in relevant areas.</li> <li>• Increased capability of staff across the office.</li> <li>• New staff understand how to effectively support the Minister.</li> <li>• Highly skilled staff are motivated and supported in their roles.</li> <li>• Staff feel supported throughout periods of change.</li> </ul> |

| What you will do to contribute   | As a result we will see   |
|--|---|
| <p><b>Staff Management</b></p> <ul style="list-style-type: none"> <li>• Manage and supervise all staff in the Minister’s office, including Private Secretaries seconded from parent departments and ministries, and help them to achieve the provision of exemplary service to the Minister and clients.</li> <li>• Manage the performance and annual reviews of Department of Internal Affairs employed staff in your ministerial office.</li> <li>• Provide input into parent departments and ministries’ reviews of seconded staff.</li> <li>• Ensure all staff in the Minister’s office, including Private Secretaries seconded from parent departments and ministries attend all mandatory induction and training, and annual refreshers as required.</li> <li>• Manage DIA and seconded staff leave requirements to ensure the office is properly covered. This may include seeking cover from departmental and casual replacements.</li> <li>• Induct all new appointees in their roles and the office environment.</li> <li>• Guide all staff in best practice processes and procedures that support the preferred working style of the Minister.</li> <li>• Participate in staff selection in conjunction with the Portfolio Managers and Ministerial Resourcing team.</li> </ul> | <ul style="list-style-type: none"> <li>• Staff developing their skills and abilities during the tenure of their employment.</li> <li>• Staff understand their roles and what is expected of them.</li> <li>• Staff aware of what warrants good and bad performance.</li> <li>• Staff able to maintain a productive working relationship with the Minister.</li> <li>• The office continues to function at the same rate in the absence of staff on leave.</li> <li>• Fair selection of office staff that is appropriately suited to the Minister’s office and in line with the DIA recruitment policy.</li> </ul> |
| <p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Cultivate and maintain a positive relationship with the Minister throughout the execution of your role.</li> <li>• Develop and maintain a constructive relationship with the Chief Executive and key staff the Ministries, 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.</li> <li>• Develop rapport and credibility with key stakeholders, including the Minister, staff, agencies to manage relationships and expectations.</li> <li>• As part of the Ministerial Resourcing team, work closely with relevant stakeholder groups including the Department of Prime Minister and Cabinet, Parliamentary Service and other public sector agencies to encourage open communication, support and unity across the parliamentary precincts.</li> </ul>  | <ul style="list-style-type: none"> <li>• Hold the trust and confidence of the Minister.</li> <li>• Frequent liaison with relevant departments and agencies to ensure up-to-date knowledge.</li> <li>• Relationships and expectations are well managed; lines of communication are developed to persuade and influence stakeholders to obtain optimal outcomes.</li> <li>• Constructive and supportive relationships with stakeholder groups.</li> </ul>   |

| What you will do to contribute  | As a result we will see   |
|---|---|
| <p><b>Financial Management and Compliance</b></p> <ul style="list-style-type: none"> <li>• Administer the Minister’s office finances to ensure all expenditure is verified and remains within the allocation.</li> <li>• Expenditure verified must be appropriate expenditure consistent with: <ul style="list-style-type: none"> <li>○ Public Finance Act 1989</li> <li>○ Executive Travel, Accommodation, Attendance, and Communications Services and Determinations (currently in force)</li> <li>○ Members of Parliament (Remuneration and Services) Act 2013</li> <li>○ Ministerial Intranet</li> <li>○ Guidance from other support documentation</li> <li>○ Guidance given by the Manager, Ministerial Resourcing.</li> </ul> </li> <li>• Have a detailed understanding of the Minister’s entitlements and guidance set out in the Cabinet Manual, Speakers Directions and all appropriate parliamentary determinations, directions and acts.</li> <li>• Proactively look at opportunities for cost savings, ensuring value for money in all activities.</li> <li>• Ensure all office financial procedures and records adhere to the Department’s finance policies and Audit New Zealand compliance rules and regulations.</li> <li>• Manage the monthly and annual certifications by Ministers of their expenditure and entitlements, ensuring these are current and kept up to date.</li> <li>• Review, monitor and approve monthly ministerial expenditure reporting and the quarterly release of ministerial credit card and expense statements.</li> <li>• Attend appropriate mandatory financial training and ensure all ministerial office staff are trained in ministerial expense limits and procedures.</li> <li>• Be familiar with and have a good understanding of the Department’s policies and procedures; seek advice or support when needed.</li> </ul> | <ul style="list-style-type: none"> <li>• Sound and effective financial management and expenditure.</li> <li>• Appropriate expenditure consistent with legislative and department requirements.</li> <li>• Finances monitored to ensure expenditure levels do not exceed the budget allocation.</li> <li>• Finance records able to withstand audit and public scrutiny.</li> <li>• Minister’s certifications managed and up to date.</li> <li>• Self and staff fully trained in finance processes and procedures.</li> <li>• A clear understanding of and adherence to DIA policies and procedures.</li> </ul> |

| What you will do to contribute  | As a result we will see   |
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| <p><b>Office Management</b></p> <ul style="list-style-type: none"> <li>• Coordinate and oversee the activities and operations of the Minister’s office, providing advice, direction and guidance to staff as and when required.</li> <li>• Manage the work-flow of portfolio private secretaries to meet the Minister's priorities and the Minister's time.</li> <li>• Oversee all activities associated with the effective and efficient management of the Minister’s diary involving receiving and acknowledging invitations by: <ul style="list-style-type: none"> <li>○ Recording details of invitations/meetings/travel commitments, amending/changing diary entries and distributing copies of the diary as and when required.</li> <li>○ Forward planning of the Minister’s commitments, based on the Minister’s priorities.</li> <li>○ Drafting correspondence and e-mails regarding diary matters, issues and entries.</li> <li>○ Arranging appropriate domestic travel.</li> </ul> </li> <li>• Manage the Minister's House diary, budget, leave and travel commitments.</li> <li>• Manage, coordinate or oversee the preparation of the Minister’s overseas travel arrangements, including developing a budget for Cabinet approval and financial reconciliations in accordance with the procedures on the Ministerial Intranet.</li> <li>• Manage and co-ordinate the House roster system ensuring a replacement for the Minister arranged as and when required in conjunction with the Whips Office.</li> <li>• Ensure that leave for the Minister from the House, Cabinet or Caucus is correctly applied for and records kept and maintained.</li> <li>• Oversee and co-ordinate (in conjunction with other office staff) House activities involving parliamentary questions, debates and speaking commitments, legislative and other business in the House.</li> <li>• Receipt, record and action (or delegate as appropriate) all requests and enquiries made under the Official Information Act.</li> </ul> | <ul style="list-style-type: none"> <li>• A well-managed office that works through tasks efficiently.</li> <li>• Private Secretaries each managing an appropriate level of work flow in accordance with the Minister’s schedule.</li> <li>• All facets of the Minister’s activity are strategically and efficiently managed.</li> <li>• The Minister’s diary kept up-to-date and managed expertly.</li> <li>• All travel arrangements and financial reconciliations conducted in accordance with the Ministerial Intranet.</li> <li>• The Minister’s role in the House replaced in their absence.</li> <li>• All House activities associated with the office co-ordinated.</li> <li>• The proper recording procedure of OIA requests is undertaken and ensured.</li> </ul> |

| What you will do to contribute   | As a result we will see   |
|--|---|
| <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Positively promote effective communications between the Minister, the ministerial and out-of-Parliament offices, portfolio departments and ministries, Crown entities as well as other offices/servicing units within the Parliamentary complex, fostering a high level of collaboration and goodwill.</li> <li>• Provide assistance and support to the Minister at briefings, meetings, conferences and other events as required.</li> <li>• Establish, monitor and continually improve the flow of information and documents to and from the Minister.</li> <li>• Promptly present to the Minister all department and agency reports, submissions, briefings, correspondence, oral and email messages that require appropriate action or direction.</li> <li>• In liaison with the Ministerial Advisor, Press Secretary and portfolio department; assist in the management of oral questions and the preparation of responses and supplementary questions; ensuring the Minister has the supporting information required to respond.</li> </ul> | <ul style="list-style-type: none"> <li>• Positive and established communication channels between the office, Minister and portfolio departments and Crown entities.</li> <li>• The Minister’s specific needs are met during events and meetings as required.</li> <li>• The Minister informed with the latest information and analysis.</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>Electorate (if applicable)</b></p> <ul style="list-style-type: none"> <li>• Establish and maintain excellent working relationships with the Minister's out-of-Parliament office and any other Parliamentary Service staff, party executive and relevant stakeholders.</li> <li>• Process and reply to correspondence received from the out-of-Parliament office.</li> <li>• Liaise with electoral staff over diary commitments.</li> <li>• Keep Minister regularly informed on issues within their constituency.</li> </ul>  | <ul style="list-style-type: none"> <li>• Well-established working relationships and communication channels between the out-of-Parliament staff and stakeholders.</li> <li>• All out-of-Parliament office correspondence receives a reply.</li> <li>• The Minister is informed and involved with issues within their constituency.</li> </ul>  |

| What you will do to contribute   | As a result we will see  |
|--|--|
| <p><b>Risk Management and Security</b></p> <ul style="list-style-type: none"> <li>• Be sensitive to and knowledgeable of the public relations, publicity and information implications of initiatives affecting the Minister’s portfolio responsibilities and/or constituency and advise the Minister as appropriate.</li> <li>• Identify potential areas of risk and develop risk mitigation strategies, in consultation with the Minister and senior office staff.</li> <li>• Work with the Ministerial Resourcing team, stakeholders and providers to ensure assessments and briefings in relation to the Minister’s security are undertaken and completed as required.</li> <li>• Ensure the Minister, and staff travelling with the Minister, have the required security briefings and information provided prior to any domestic and international travel.</li> <li>• Work with Ministerial Resourcing and Parliamentary Service Security to ensure any security threat, or potential threat, to the Minister or ministerial office staff is effectively managed.</li> <li>• Identify emerging risks and priorities for the Minister and recommend appropriate courses of actions for consideration.</li> </ul> | <ul style="list-style-type: none"> <li>• All public relations, publicity and information initiatives are administered in an appropriate and sensitive manner.</li> <li>• Risks to the Minister and the portfolio avoided through the use of risk mitigation strategies.</li> <li>• The Minister informed of potential risks early.</li> <li>• Senior office staff and officials aware of potential risks ahead of time.</li> <li>• Minister and staff security is given priority and kept up to date.</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>   |
| <p><b>Health and safety (for team)</b></p> <ul style="list-style-type: none"> <li>• Inform, train and equip staff to carry out their work safely.</li> <li>• Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries.</li> <li>• Assess all hazards promptly and ensure they are managed.</li> </ul>  | <ul style="list-style-type: none"> <li>• Health and Safety policies followed.</li> </ul>   |

| Who you will work with to get the job done |   | Advise | Collaborate with | Influence | Inform | Manage/lead | Deliver to |
|--|---|--------|------------------|-----------|--------|-------------|------------|
| Internal                                   | Minister  | ✓      | ✓                | ✓         | ✓      |             | ✓          |
|  | Chief of Staff  |        | ✓                |           | ✓      |             |            |
|  | Prime Minister's Office Staff   | ✓      | ✓                | ✓         | ✓      | ✓           | ✓          |
|  | 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  | ✓      | ✓                | ✓         | ✓      |             |            |
|  | General Manager Ministerial and Secretariat Services                          |        | ✓                |           | ✓      |             | ✓          |
|  | Manager, Ministerial Resourcing   | ✓      | ✓                |           | ✓      |             | ✓          |
|  | Ministerial Resourcing Portfolio Managers                                     | ✓      | ✓                |           | ✓      |             | ✓          |
|  | Ministerial Resourcing team   | ✓      | ✓                |           | ✓      |             |            |
| External                                   | Minister's spouse/partner & family  |        | ✓                |           | ✓      |             | ✓          |
|  | Staff of Portfolio Departments, Ministries and State Owned Enterprises        | ✓      | ✓                | ✓         | ✓      | ✓           |            |
|  | Members of the public   |        |                  |           | ✓      |             |            |
|  | Minister's constituents   |        |                  |           | ✓      |             |            |
|  | Party Officials   |        | ✓                |           | ✓      |             |            |
|  | Sector Interest Groups  | ✓      |                  |           | ✓      |             |            |

| Your delegations as a manager             |  |
|---|--|
| Human Resources and financial delegations | Nil  |
| Direct reports                            | 4-8 staff<br>Up to 15 Secondees, dependant on the Minister's portfolios. |



| 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="#">People Leader</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Setting expectations</li> <li>• Encouraging innovation</li> <li>• Building effective teams</li> <li>• Identifying talent and developing others</li> <li>• Motivating others to achieve results</li> <li>• Developing business acumen</li> </ul> | <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience in the management and leadership of a high performing team towards the successful achievement of outcomes.</li> <li>• A history of achievement in delivery of high quality services.</li> <li>• Experience in effectively managing a wide range of relationships.</li> <li>• Working with complex legislative and operational policy frameworks within a service delivery context.</li> <li>• A tertiary level qualification in a relevant discipline or equivalent experience is desirable.</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Extensive knowledge of the workings of Government.</li> <li>• Knowledge of and experience working with public sector requirements, processes, codes and guidelines.</li> <li>• Knowledge of and experience in financial and business management processes.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Sound leadership skills – able to lead, influence and provide direction.</li> <li>• Highly developed interpersonal skills with a demonstrated ability to relate to and gain the confidence of the Minister and diverse stakeholders.</li> <li>• High level of skill in facilitating and leading a team of highly skilled staff.</li> <li>• Well-developed written and oral communication skills including the ability to persuade and influence to obtain optimal outcomes.</li> <li>• Demonstrated ability to analyse, understand and convey complex information in a simplified form.</li> <li>• Demonstrated ability to think strategically and identify risk.</li> <li>• Collaboration: the ability to work across many stakeholders, encouraging open dialogue and developing positive relationships.</li> <li>• Proven ability to prioritise tasks and responsibilities and change priorities at short notice.</li> </ul> <p><b>Other Requirements:</b></p> <p>May be required to:</p> <ul style="list-style-type: none"> <li>• Be available for working outside normal working hours.</li> </ul> |

| Your success profile for this role | What you will bring specifically  |
|------------------------------------|---|
|                                    | <ul style="list-style-type: none"><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> |