



# Job description

Haere mai

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

## Private Secretary (Advisory/Media)

### Ministerial Services and Secretariat Support, Information and Knowledge Services

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 have a good understanding of the issues impacting on the Minister and their portfolio(s) and of the Government's objectives/priorities. 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 H

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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.



As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand’s past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. 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 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 with internal and external experts in the Minister's portfolio area(s) so that the best 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 and department; prepare responses and supplementary questions; ensure the 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 is able to confidently answer questions in Parliament.</li> </ul>
<p><b>Press / Communication</b></p> <ul style="list-style-type: none"> <li>• Clearly convey the Minister’s publicity objectives through the preparation of appropriate media material. Prepare material in line with the Government’s communications strategy with the approval of the Minister.</li> <li>• Prepare responses and supplementary questions; ensure Minister has supporting and other information required to respond.</li> <li>• Acquire and maintain a thorough knowledge of the ministries/departments/agencies for which the Minister has responsibility, together with the community and/or industry groups of special significance to the Minister’s portfolio(s).</li> </ul>	<ul style="list-style-type: none"> <li>• The Minister’s objectives conveyed coherently and consistently across various forms of media.</li> <li>• The Minister sufficiently prepared to comfortably respond to questions.</li> <li>• Liaison with ministry staff to remain informed on the latest developments affecting the Minister and the portfolio(s).</li> <li>• Publically sensitive information handled with caution.</li> </ul>

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> <li>• Be informed on the policy, programme and management issues affecting the Minister and the Ministry; liaise with staff in the ministry/department/agency.</li> <li>• Be sensitive to and knowledgeable of the public relations and publicity implications of any proposals, developments or initiatives affecting the Minister's portfolios and/or electorate and advise the Minister as appropriate.</li> <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 is able to promptly receive and distribute information and documents with ease as needed.</li> </ul>
<p><b>Strategic Planning &amp; Work Programme</b></p> <ul style="list-style-type: none"> <li>• Provide input, as required, into the Government's strategic planning.</li> <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> <li>• Maintain an intimate knowledge of the Minister's House activity, legislative programme, diary, leave and travel commitments.</li> <li>• Plan and develop communication strategies in conjunction with the Prime Minister's office, Government Communications Unit and Press Secretary networks.</li> </ul>	<ul style="list-style-type: none"> <li>• The best interests of the portfolio are taken into account in the Government's strategic planning.</li> <li>• The Minister is aware of their House responsibilities and obligations.</li> <li>• Contribution to the Minister's work planning.</li> <li>• Work is appropriately planned around the Minister's schedule.</li> <li>• Accountability for the successful implementation of communication strategies with the Prime Minister's office.</li> <li>• Collaborative and effective communications strategies.</li> </ul>
<p><b>Information Management</b></p> <ul style="list-style-type: none"> <li>• Monitor relevant media coverage and inform the Minister of developments. Maintain records of media releases and other material, providing response strategies when required.</li> <li>• Post the Minister's speeches and media releases on the Beehive website.</li> </ul>	<ul style="list-style-type: none"> <li>• The Minister is aware of the level and nature of their publicity in media. Accurate media records are maintained. Appropriate releases are able to be accessed at a later date.</li> <li>• Speeches and releases are</li> </ul>

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> <li>Collate and check the Minister’s weekly media diary and other planning documents.</li> <li>Establish, monitor and continually improve the flow of information and documents to and from the Minister.</li> </ul>	<ul style="list-style-type: none"> <li>accessible online promptly after release.</li> <li>The Minister’s diary and planning documents are collated and maintained accurately.</li> <li>The Minister is able to promptly receive and distribute information and documents with ease as needed.</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 the 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 Advisor and Press Secretary’ meetings.</li> <li>Maintain contact with media representatives and facilitate contact between the Minister and the media subject to the Minister’s priorities and publicity objectives.</li> <li>Liaise with journalists in the parliamentary press gallery and in news organisations throughout the country and overseas, providing information, contacts or statements as appropriate.</li> <li>Work closely with the Minister’s Private Secretaries and other staff to ensure that duties undertaken by the Private Secretary (Media/Advisor) are integrated into the work of the Minister’s office.</li> <li>Ensure a team approach to all matters both within the Minister’s office and with other Ministerial offices.</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 are 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>The Minister is able to access the media when required.</li> <li>Strong and effective relationships with media contribute to achieving the Minister’s publicity objectives.</li> <li>The work of the Private Secretary (Media/Advisor) is highly integrated into the work of the Minister’s office.</li> <li>Office staff remain informed and involved with each other’s work.</li> <li>Effective teamwork within the Minister’s office and between other Ministerial offices and key stakeholders.</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 within the Minister’s portfolio(s) responsibilities in accordance with advice from the Prime Minister's office as directed.</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</li> </ul>

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> <li>Consult with the Prime Minister's office on the implementation of portfolio plans.</li> <li>As directed, consult with and advise Portfolio Private Secretaries, Senior Private 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>	<p>team.</p> <ul style="list-style-type: none"> <li>The Minister and Government are advised on the progress of legislation through select committees.</li> <li>Key staff are involved in the implementation of portfolio plans.</li> </ul>
<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 "no surprises" 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 are kept aware of potential risks ahead of time.</li> <li>Potential risks dealt are with early using risk mitigation strategies.</li> <li>The Minister is aware of potential political risks ahead of time.</li> </ul>
<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>Provide high quality service to all clients, officials, visitors and constituents who have contact with the Minister's office.</li> <li>As requested, assist with any other secretarial support or related duties required by the Minister.</li> </ul>	<ul style="list-style-type: none"> <li>A high quality and experience for those in contact with the Minister's office.</li> <li>A flexible and responsive team that meets various challenges as they arise.</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 are followed.</li> <li>An appropriate return to work plan is 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	Minister	✓			✓		✓
	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 Services Portfolio Manager		✓		✓		✓
	Ministerial Services		✓		✓		✓
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	Level Z
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 effectively managing a wide range of relationships.</li> <li>• A history of achievement in the delivery of advisory/media/communication services.</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Strong knowledge of the machinery of Government and Parliament.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Highly developed interpersonal skills with a</li> </ul>

Your success profile for this role	What you will bring specifically
	<p>demonstrated ability to relate to and gain the confidence of the Minister and diverse stakeholders.</p> <ul style="list-style-type: none"><li>• Demonstrated ability to analyse, understand and convey complex information in a simplified form.</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 tack 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></p> <ul style="list-style-type: none"><li>• The ability to obtain and maintain a Confidential National Security Clearance. Some roles will require Secret or Top Secret</li></ul> <p>May be required to:</p> <ul style="list-style-type: none"><li>• Be available for working outside normal working hours.</li><li>• Be available to travel with the Minister</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>