

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 (Executive Support)

Ministerial Services and Secretariat Support, Information and Knowledge Services

You will be responsible for a wide range of support services to the Minister. When the Senior Private Secretary is travelling with the Minister, you will be required to carry out some of their duties. This entails a higher grade and salary than a regular Private Secretary. No higher duties allowance will be paid in these circumstances. 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:** Delivery G

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. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

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.



Te Tari Taiwhenua
Internal Affairs

What you will do to contribute	As a result we will see
<p>Advisory</p> <ul style="list-style-type: none"> • Co-ordinate OIA requests, including the identification of political issues. Liaise with the prime Minister’s office as required. • Co-ordinate oral questions in liaison with the Press secretary, Ministerial Advisor, portfolio Private Secretary, and department. Prepare responses and supplementary questions, ensuring the Minister has information required to respond. • Ensure the processing of all assigned correspondence received by the Minister to enable agencies to prepare Ministerial replies within required timeframes and standards. • Liaise with Caucus Committees and Research Unit, and Cabinet Office when required. • Attend regular Government Advisors meetings, including procedures meetings. • Promptly present to the Minister all departmental and agency reports, submissions, briefings, correspondence, oral, fax and email messages as necessary. • Identify and actively work to manage political risks, operate on a “heads up” basis so that the Minister is alerted to any key risks. 	<ul style="list-style-type: none"> • OIA requests are promptly and effectively managed, political issues are managed with the Prime Minister’s office as required. • Oral questions are effectively co-ordinated, the Minister is provided with timely and accurate information as required to respond. • High quality Ministerial replies are effectively enabled through the accurate and prompt processing of portfolio correspondence. • The Minister provided with accurate information as necessary in prompt fashion. • Political risks actively identified and effectively managed. The Minister promptly made aware of risks.
<p>Media and Communication</p> <ul style="list-style-type: none"> • Draft appropriate correspondence as required, including electoral correspondence. • Enter the Minister’s speech commitments into the weekly ministerial media diary for forwarding to the Prime Minister. • Collate monthly departmental calendar of forthcoming issues and events – identify opportunities for the Minister and develop in liaison with the portfolio Private Secretaries, department and Senior private secretary. • Assist with co-ordinating, drafting and editing press releases as required. • Facilitate effective communications between the Minister, the Ministerial and electorate offices, portfolio departments, Crown entities as well as the wider Parliamentary complex. • Establish monitor and continually improve the flow of information to and from the Minister. • Provide assistance and support as required at briefings, meetings, conferences and other events. 	<ul style="list-style-type: none"> • Correspondence processed accurately, responses are prompt and of an appropriate standard. • The Ministerial media diary and monthly departmental calendar are accurately collated and promptly revised; the relevant parties are made aware of developments. • Effective communications and information flow within the Minister’s office maintained and continually improved. Demonstrated collaboration.

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<p>Legislative Programme</p> <ul style="list-style-type: none"> • Work with the portfolio Private Secretaries, department 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. • In consultation with agencies and advisors, monitor and review the production of legislation in accordance with the Government’s annual legislation programme. • Co-ordinate with the Portfolio Private Secretary the passage of portfolio legislation through the House. • Ensure that the Minister is aware of the stage legislation is at, as well as required amendments. 	<ul style="list-style-type: none"> • Effective co-ordination facilitates the prompt and smooth implementation of the legislative programme. The production of legislation aligns with the Government’s legislation programme. • The Minister aware of the progress of legislation and required amendments.
<p>Relationship Management</p> <ul style="list-style-type: none"> • Acquire and maintain a thorough knowledge of the Ministry, Departments or agencies for which the minister has responsibility, together with key stakeholders relevant to the Minister’s portfolio responsibilities. • Be sensitive to the public relations, publicity and information implications of any proposals, developments or initiatives affecting the Minister’s portfolios and/or electorate. Advise the Minister as appropriate. • Establish and maintain an excellent working relationships with the minister’s Electorate Agent, Party Executive and relevant agencies. 	<ul style="list-style-type: none"> • Institutional knowledge is developed and maintained, facilitating the smooth administration of the Minister’s portfolio(s) responsibilities. • The Minister is advised of publicity issues, the Minister’s publicity objectives are met as required.
<p>Administration</p> <ul style="list-style-type: none"> • Support the Senior Private Secretary to ensure that all ministerial office staff are aware of, and are adhering to, standard practise, Ministerial preferences, protocols and procedures as laid down in existing manuals and documentation. • 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 and request. 	<ul style="list-style-type: none"> • Standard practise, Ministerial preferences, protocols and procedures are actively followed within the Minister’s office. • High quality services and secretarial support carried out. Visitors have a productive experience within the Minister’s office.
<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. • Contribute to the formulation of return to work plans. 	<ul style="list-style-type: none"> • Health and safety policies followed. • An appropriate return to work plan formulated and implemented.

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Minister				✓		✓
	Senior Private Secretary		✓		✓		✓
	Press Secretary & Ministerial Advisor		✓		✓		✓
	Ministerial Services Team		✓		✓		✓
	Whip's Office; Clerk's Office; Cabinet Office;				✓		
	Ministerial Services Staff		✓		✓		
External	Minister's spouse/partner & family				✓		
	Staff of portfolio departments, ministries and State Owned Enterprises				✓		
	Sector interest groups				✓		
	Minister's constituents				✓		
	Party Officials				✓		
	Members of the public				✓		
	Electorate office		✓		✓		✓

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 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"> • A history of achievement in the delivery of high quality administrative services. • Experience in effectively managing a wide range of functions. • A tertiary level qualification in a relevant discipline or equivalent experience is desirable. <p>Knowledge:</p> <ul style="list-style-type: none"> • A good knowledge of the workings of Government is desirable. • Strong knowledge of IT systems and research facilities. <p>Skills:</p> <ul style="list-style-type: none"> • Highly developed interpersonal skills with a demonstrated ability to gain the confidence of the Minister and diverse stakeholders. • Well-developed communication skills. • Demonstrated ability to analyse, understand and convey complex information in a simplified form. • Demonstrated ability to think strategically and

Your success profile for this role	What you will bring specifically
	<p>identify risk in the development of Government policies.</p> <p>Other Requirements:</p> <ul style="list-style-type: none">• The ability to obtain and maintain a Confidential National Security Clearance. Some roles will require Secret or Top Secret. <p>May be required to:</p> <ul style="list-style-type: none">• Be available for working outside normal working hours.• Drive a departmental vehicle, rented vehicle or private vehicle while on departmental business. A current driver licence is essential in these circumstances.