



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

Toi Hiranga | Policy, Regulation and Communities

The role of the Private Secretary in a Minister's Office is to provide support to the Minister in his or her role. This is a key role for the Department as the Private Secretary also supports the relationship between the Minister and the Chief Executive and ensure a seamless flow of information between the Minister and the Department. The Private Secretary's primary responsibility is to the Minister. However, it's also important that the incumbent has awareness of the Department's needs and issues.

- **Reporting to:** Manager, Policy Capability
- **Location:** Wellington
- **Salary range:** Non-banded
- **NZSIS Security Clearance** Confidential

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.



Te Tari Taiwhenua
Internal Affairs

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.

Spirit of service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

What you will do to contribute	As a result we will see
<p>Relationship Management</p> <ul style="list-style-type: none"> • Ensure that effective and efficient communication channels are maintained between the Department and the Minister. • Ensure that the Department is made aware of current issues in front of the Minister and that the Minister is kept informed of the Department's activities. • Assist in fostering/facilitating the relationship between the Chief Executive and the Minister , including between Officials and the Minister's staff. • Establish and/or maintain a significant network of relationships within the Department, other government agencies and stakeholder organisations. • Ensure Departmental officials are aware of deadlines, schedules, conflicts and that the Minister's priorities are clearly understood. 	<ul style="list-style-type: none"> • Timely and effective communication and resolution of issues between the Minister's Office and the Department. • A strong, positive and open relationship between the Minister's Office and the Department. • The Department and the Minister's office have a clear understanding of priorities and requirements.
<p>Issues and Risk Management</p> <ul style="list-style-type: none"> • Provide high quality, balanced analysis and advice on a range of specialist issues and/or issues of considerable complexity within specified timeframes. • Identify, evaluate and manage opportunities and risks. • Liaise regularly with the Department and provide high quality and/or confidential advice to the Chief Executive and senior departmental staff as required. 	<ul style="list-style-type: none"> • Good analysis is completed within agreed timeframes. • Opportunities and risks are identified and managed. • High level of advice provided to the Department.
<p>Policy Knowledge/Policy Advice</p> <ul style="list-style-type: none"> • Add value to policy advice, briefings, Ministerial correspondence and other information provided to the Minister by way of checking for accuracy and undertaking quality assurance and assessment processes, and summarising where appropriate. • Ensure the Department's written and oral advice is conveyed promptly and appropriately 	<ul style="list-style-type: none"> • Improved quality of advice from the Department to the Minister.
<p>Administrative and Support Services</p> <ul style="list-style-type: none"> • Be able to undertake a significant workload, effectively manage a range of tasks and recognise degrees of urgency and importance, and prioritise work accordingly. • Ensure prompt handling of Ministerial 	<ul style="list-style-type: none"> • All administrative support services meet the needs of the Minister and reflect well on the Department. • Timeframes for correspondence are met.

What you will do to contribute	As a result we will see
<p>correspondence to enable the Department to meet set timeframes and requirements.</p> <ul style="list-style-type: none"> Ensure appropriate systems are in place and maintained for Ministerial correspondence, Parliamentary questions, and Official Information Act requests. Ensure the Minister is well supported for meetings including for appropriate officials to attend, ensuring the Minister is well briefed and any actions are completed. Manage the development and submission of portfolio related Cabinet and Cabinet Committee papers. 	
<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 guidelines/policies are followed. A safe and healthy workplace for all people using our sites as a place of work. An appropriate return to work plan is formulated and implemented.

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Chief Executive Officer	✓	✓		✓		
	Deputy Chief Executives	✓	✓	✓	✓		
	Senior Department Officials	✓	✓	✓	✓		
External	Minister	✓			✓		✓
	Ministerial Office staff	✓	✓	✓	✓		✓
	Other appropriate Parliamentary staff	✓	✓	✓	✓		✓

Your delegations	
Human Resources and financial delegations	HR 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 Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> Problem solving 	<p>Experience:</p> <ul style="list-style-type: none"> Some experience in a Policy environment or Policy role. Have worked for/within a government department, agency or crown entity. <p>Knowledge:</p>

Your success profile for this role	What you will bring specifically
<ul style="list-style-type: none">• Critical thinking• Interpersonal savvy• Navigating complexity• Communicating with influence• Technical and specialist learning	<ul style="list-style-type: none">• A good understanding of the machinery of government and political nous. <p>Skills:</p> <ul style="list-style-type: none">• Excellent oral and written communication skills.• Strong relationship management skills with the ability to work with senior managers across the Department and with other Minister’s Offices.• Ability to work well under pressures, prioritise work and demonstrate sound judgement.