



# Job description

Haere mai

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

## Resourcing Specialist - Finance

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

Resourcing Specialists are responsible for providing robust financial, operational and entitlement advice to support the end-to-end back office requirements and entitlements of Ministers and their offices. The position is also responsible for ensuring the application of best public-sector practice resourcing systems and processes to deliver service excellence to Ministers and Ministerial offices.

**Reporting to:** Manager Finance and Business Support

**Location:** Wellington

**Salary range:** Corporate G

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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. 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 whaitake 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><b>Financial Management and Compliance</b></p> <ul style="list-style-type: none"> <li>• Verify appropriate expenditure consistent with relevant legislation including:               <ul style="list-style-type: none"> <li>○ Public Finance Act</li> <li>○ Members of Parliament (Accommodation Services for Members and Travel Services for Family members) Determination</li> <li>○ Ministers’ Travel Services within New Zealand Determination</li> <li>○ Directions by the Speaker of the House of Representatives (where relevant)</li> <li>○ Ministerial Intranet</li> <li>○ Guidance from other support documentation, including principles of public sector financial management</li> </ul> </li> <li>• Identify and advise Ministers and their offices of appropriateness of expenditure prior to spend</li> <li>• Seek expert specialist advice from internal stakeholders, particularly Finance, the Operational Policy and performance team, HR, Legal, TSS and Communications to support delivery of appropriate resourcing advice and decisions</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>• Resourcing advice and decisions comply with legislation, all departmental policies and processes, and meet requirements for reporting and the efficient and effective use of MaSS resources</li> <li>• All office, Minister and staff expenditure is certified as accurate, reasonable and compliant with the rules governing Ministerial expenditure</li> <li>• The Minister is aware of his/her entitlements</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
<p><b>Ministerial Office Support</b></p> <ul style="list-style-type: none"> <li>• Operate as a key member of the Ministerial Services team to support key critical events, such as a change of Executive, particularly:               <ul style="list-style-type: none"> <li>◦ Training and supporting newly appointed Ministerial staff as required office staff</li> <li>◦ Setting up Ministerial Office systems</li> </ul> </li> <li>• Monitor and review services provided by Parliamentary Services to Ministerial offices included in the MOU for office and associated facilities and services to ensure compliance with agreed standards and timeframes</li> <li>• Regularly assess operational service needs of Ministers and Ministerial Office staff, particularly property and IT services, to ensure both specific office requirements and compliance standards are met</li> <li>• Regular analysis of data and trends to inform operational services, strategy and project work</li> <li>• Contribute to the development and delivery of resourcing related training and upskilling of Ministerial Office staff</li> <li>• Support the development and maintenance of Ministerial Office Intranet content, guidelines and standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Effective and efficient management of key critical events; Ministerial staff are well trained and supported and office resourcing requirements are met</li> <li>• Regular reviews and assessments of resourcing and compliance are conducted. Actual and potential issues are identified and resolved</li> <li>• A culture of collaboration and open communication is fostered with Parliamentary Services</li> <li>• The services provided by Parliamentary Services are fit for purpose and met compliance standards</li> <li>• Services and projects developed are fit for purpose and informed by data</li> <li>• Reviews and projects are managed according to purpose and timeframes and within scope and allocated resources</li> <li>• Ministers and Ministerial Office staff are appropriately trained and feel supported.</li> </ul>
<p><b>Customer service</b></p> <ul style="list-style-type: none"> <li>• Ensure that and services meet the needs of, and are accessible to, all customers</li> <li>• Model a strong service ethic – developing a quality oriented, consistent, timely and service focused approach</li> <li>• Proactively look for opportunities to improve services, processes and policies</li> </ul>	<ul style="list-style-type: none"> <li>• MaSS demonstrates a culture of continuous improvement and is seen to be responsive and adaptable, with a strong emphasis on quality output and best practice solutions</li> <li>• Levels of customer satisfaction with services provided remain high</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>• Cooperate in implementing return to work plans</li> </ul>	<ul style="list-style-type: none"> <li>• A safe and healthy workplace for all people using our sites as a place of work.</li> <li>• Health and safety guidelines are followed</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Manager Ministerial Entitlements & Assurance	✓	✓		✓		✓
	Manager Finance and Business Support	✓	✓		✓		✓
	Manager Ministerial Resourcing	✓	✓		✓		✓
	Portfolio Managers	✓	✓	✓	✓		✓
	GM and MaSS Leadership team	✓	✓	✓	✓		✓
	Other managers and staff across the branch and the wider Department (particularly Finance, Human Resources, Communications, Legal and Policy)	✓	✓	✓	✓		
External	Office of the Prime Minister and Cabinet	✓	✓	✓	✓		✓
	Portfolio Minister(s) and staff of Ministerial Offices	✓		✓	✓		✓
	Parliamentary Service	✓	✓	✓	✓		✓
	Central Agencies	✓	✓	✓	✓		✓
	Crown entities and agencies associated with MaSS and the Department	✓	✓	✓	✓		

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="#">Specialist</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Critical thinking</li> <li>• Interpersonal savvy</li> <li>• Navigating complexity</li> <li>• Communicating with influence</li> <li>• Technical and specialist learning</li> </ul> <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>• Comprehensive experience in financial management</li> <li>• Demonstrated experience establishing and maintaining effective relationships with other stakeholders</li> <li>• Experience interpreting and applying legislation, policy and guidelines within a politically sensitive environment</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Understanding of the political process and the role and place of public service agencies and a commitment to the overall goals and objectives of the New Zealand public services</li> <li>• An understanding of best practice methodology and policy legislation as required for the role</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrated planning and priority setting skills to inform development of priorities and work programmes</li> <li>• Excellent interpersonal skills – able to influence and engage with senior stakeholders to achieve outcomes</li> <li>• Strong relationship management and networking skills – able to quickly establish, build and maintain effective working relationships with a diverse range of stakeholders</li> <li>• Strong communication skills – able to communicate with credibly both within and across organisations/sectors</li> </ul> <p><b>Education and Professional Memberships</b></p> <ul style="list-style-type: none"> <li>• Relevant tertiary qualification and/or equivalent experience</li> </ul> <p><b>Other requirements</b></p> <ul style="list-style-type: none"> <li>• Appropriate security clearance</li> </ul>