



# Job description

## Haere mai

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

## Chief of Staff

### Office of the Prime Minister

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

You will be responsible for the overall management of the Prime Minister's office and all Ministerial Offices across all portfolios. This high profile position is the political counterpart to the Chief Executive of the Department of the Prime Minister and Cabinet and is the Principal Political and Strategic Advisor to the Prime Minister. This is an events-based position based on a 3-year Parliamentary term.

- **Reporting to:** Manager Ministerial Resourcing
- **Location:** Wellington (Parliament)
- **Salary range:** Non-banded

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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

## 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.

What you will do to contribute	As a result we will see
<p><b>Strategic Planning</b></p> <ul style="list-style-type: none"> <li>Oversee the development of the Executive’s forward policy programme across all portfolio areas.</li> <li>Oversee the planning and management of all the Prime Minister’s strategic priorities.</li> <li>Administer the planning and development of communication strategies, ensure these are successfully implemented.</li> <li>Work closely with the Leader of the House on the ongoing development and management of the Parliamentary timetable and legislative agenda</li> </ul>	<ul style="list-style-type: none"> <li>Positive progression of the Executive’s forward policy programme throughout all portfolio areas.</li> <li>Well supervised planning and management of the Prime Minister’s strategic priorities.</li> <li>Thorough communication strategies developed and seen through to successful implementation.</li> <li>Continuous attention and variations implemented to the Parliamentary timetable and legislative agenda.</li> </ul>
<p><b>Advisory</b></p> <ul style="list-style-type: none"> <li>Principal political and strategic adviser to the Prime Minister on all aspects of current legislation, political management and other policy issues.</li> <li>Oversee political and strategic advice across all Ministerial offices and portfolio areas, including acting as a mentor to Ministers, Ministerial Advisors and other Ministerial office staff on any matter, but particularly the complex issues.</li> <li>Provide advice to the Prime Minister on a wide range of legislative, administrative, managerial, and other issues as required.</li> <li>On behalf of the Prime Minister, set the weekly Cabinet and Cabinet agendas with the assistance of the Deputy Secretary of the Cabinet.</li> <li>Attend Cabinet Committee, Caucus and Advisory Committees/meetings as required by the Prime Minister.</li> </ul>	<ul style="list-style-type: none"> <li>The Prime Minister provided with exceptional guidance on all facets of current legislation, political management and other policy issues.</li> <li>Ministers, Ministerial Advisors and other Ministerial Office staff received exemplary political and strategic advice when required.</li> <li>The Prime Minister is advised on all relevant issues appropriately briefed for specific meetings.</li> <li>Correct Cabinet agendas prepared in advance.</li> </ul>

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> <li>Brief the Prime Minister on background and agendas for specified meetings.</li> </ul>	
<p><b>Information Management, Consultation</b></p> <ul style="list-style-type: none"> <li>Manage the day-to-day negotiation, operation and implementation of any Confidence and Supply or other agreements with other Parties.</li> <li>Establish and maintain a constructive and positive relationship with the Chief of Staff of the Coalition Party and with other Parties that have support arrangements with the Government.</li> <li>Attend, with the Prime Minister and Deputy Prime Minister, regular meetings with Confidence and Supply parties, and undertake necessary follow-up meetings with other Ministers and their offices.</li> <li>Manage the day-to-day relationship with other Parliamentary political parties including negotiating to secure support for legislative measures.</li> <li>Approve all processes and arrangements for briefings and meetings between Coalition Parties and staff within Ministers' offices on forthcoming legislation.</li> </ul>	<ul style="list-style-type: none"> <li>Confidence and Supply agreements appropriately negotiated through to their successful implementation.</li> <li>A confident ongoing relationship with the Chief of Staff of the Coalition Party.</li> <li>All necessary follow-up meetings of Confidence and Supply agreements taking place.</li> <li>Positive relationships maintained with other political Parties whilst forthcoming legislation processes and arrangements are made.</li> </ul>
<p><b>Leadership and Office Management</b></p> <ul style="list-style-type: none"> <li>Co-ordinate and oversee the activities and operations of the Prime Minister's office, providing advice, direction and guidance to staff.</li> <li>Provide leadership to all office staff ensuring that: <ul style="list-style-type: none"> <li>They are aware of, and are adhering, to standard practices, ministerial preferences, protocols and procedures as laid down in existing manuals and documentation</li> <li>They are performing to a very high standard, producing high quality work and meeting and/or exceeding the needs of the Prime Minister, clients and stakeholders</li> </ul> </li> <li>In conjunction with the SPS: <ul style="list-style-type: none"> <li>Keep abreast of major portfolio issues and events</li> <li>Manage office workflows, pressure points and the provision of assistance and/or back-up.</li> <li>Strategically plan for major diary events and/or functions and opportunities</li> <li>Ensure staff have the necessary skills to perform to an exemplary standard and are being strongly</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>A well trained and high performing team. The needs of the Prime Minister, clients and stakeholders being met and/or exceeded.</li> <li>A cohesive team culture that contributes to the production of highly quality work.</li> <li>Regular liaison with staff facilitates the smooth running of the Prime Minister's office, major issues receive a prompt response, effective strategic planning occurring in a timely fashion and feedback is incorporated into future work.</li> </ul>

What you will do to contribute	As a result we will see
<p>encouraged to identify their on-going training and development needs</p> <ul style="list-style-type: none"> <li>○ Ensure staff working as a team focused on collective goals and adhering to office values, adding value to the high quality work they are producing and are working across boundaries supporting and assisting each other on a regular basis</li> <li>○ Provide guidance and support during times of significant office change, for example following a general election or Cabinet reshuffle, to ensure the welfare of staff.</li> </ul>	
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Act as an effective conduit for Ministers and backbench MPs to communicate with the Prime Minister on the full range of Ministerial and Parliamentary matters.</li> <li>• Investigate issues/allegations made against Ministers, to ensure that the Government acts and is seen to act ethically and in accordance with the law.</li> <li>• Maintain contact with key business and interest group leaders, High Commissioners and Ambassadors from New Zealand’s closet international partners, and departmental Chief Executives.</li> <li>• Maintain relationships with all Ministers to ensure co-ordinated approach to Government initiatives and communications.</li> </ul>	<ul style="list-style-type: none"> <li>• Open channels of communication available for Ministers and backbench MP’s to receive guidance on a full range of Ministerial and Parliamentary matters.</li> <li>• Issues/allegations against Ministers promptly resolved.</li> <li>• Relationships with significant business and interest group leaders positively maintained.</li> <li>• All Ministers well-informed on Government initiatives and communications.</li> </ul>
<p><b>Risk</b></p> <ul style="list-style-type: none"> <li>• On an ongoing basis, identify potential areas of risk and develop risk mitigation strategies, in consultation with the Prime Minister and senior Ministers.</li> <li>• Risk management of issues within the Prime Minister’s portfolios and ensure the Prime Minister is kept informed about potential risks and opportunities.</li> <li>• Operate on a “heads up” basis so that any key risks are alerted to the Prime Minister and manage risk across all Ministerial portfolios.</li> </ul>	<ul style="list-style-type: none"> <li>• Risks to the Prime Minister and senior Ministers avoided through risk mitigation strategies.</li> <li>• The Prime Minister kept aware and well-informed of any risks and opportunities within their portfolios.</li> <li>• Risks are detected and dealt with promptly in collaboration with the Prime Minister.</li> </ul>

What you will do to contribute	As a result we will see
<b>Health and safety (for self)</b> <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>Appropriate return to work plan 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	Prime Minister	✓	✓	✓	✓		✓
	Ministers	✓	✓	✓	✓		✓
	Prime Minister's Office Staff	✓	✓	✓	✓	✓	✓
	Staff of other Ministers'/Coalition Partner and Support Party offices	✓	✓	✓	✓	✓	✓
	Whips' Office	✓	✓	✓	✓		✓
	Members of Parliament	✓	✓	✓	✓		✓
	Clerk's Office	✓	✓	✓	✓		✓
	Cabinet Office Staff	✓	✓	✓	✓		✓
	Ministerial Resourcing Team	✓	✓	✓	✓		
External	Chief Executives of Portfolio Departments, Ministries and State Owned Enterprises	✓	✓	✓	✓	✓	✓
	Significant Government Stakeholders	✓	✓	✓	✓	✓	✓
	Chief of Staff (or equivalent) for foreign Governments	✓	✓	✓	✓	✓	✓
	Key business and interest group leaders	✓	✓	✓	✓	✓	✓

Your delegations as a manager	
Human Resources and financial delegations	Input into all appointments and staffing matters in consultation with the Manager of Ministerial Resourcing.
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="#">Senior Leader</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Adaptive leadership</li> <li>• Driving innovation and transformation</li> <li>• Strategic agility</li> <li>• Political savvy</li> <li>• Empowering people for success</li> <li>• Inspiring others through vision and purpose</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience in managing/leading staff, ideally at a senior management level, and demonstrable strong staff and budget management skills.</li> <li>• A tertiary qualification in a relevant business discipline.</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Extensive knowledge of the workings of Government.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Strong leadership skills.</li> <li>• Highly developed interpersonal skills with a demonstrated ability to relate to and gain the confidence of the Prime Minister and diverse stakeholders.</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 in the development of Government policies.</li> </ul> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>• Must be able to obtain and maintain National Security Clearance of Top Secret.</li> </ul>

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## Chief Press Secretary

Office of the Prime Minister

Shared Services, Ministerial and Secretariat Services

You will be responsible for the active management and co-ordination of media opportunities and staff for the Government. You will be responsible for ensuring that all media communications from the Prime Minister's Office are consistent with the agreed priorities and messages of the Government. You will manage the Prime Minister's media team, while also focusing on long term issues and 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:** Corporate K
- **Security Clearance:** Top Secret National Security Clearance

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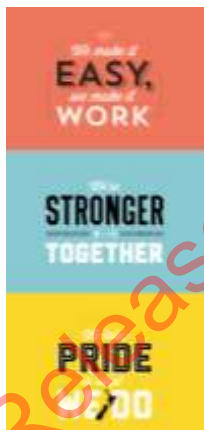
### What we do matters – our purpose

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### How we do things around here – our principles



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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.

What you will do to contribute	As a result we will see
<p><b>Press</b></p> <ul style="list-style-type: none"> <li>• Co-ordination of Government press activities.</li> <li>• Disseminate information that is relevant to the Government's forward Announcement programme through press gallery and media briefings, speech notes, media releases, articles, interviews, or background information.</li> <li>• Clearly understand the Prime Minister's publicity and portfolio objectives and seek to achieve these through the preparation of appropriate speech notes, media releases, articles, interviews, media briefings or background information.</li> <li>• Oversee preparation of responses and supplementary questions, and ensure the Prime Minister has supporting and other information required to respond to these.</li> <li>• Acquire and maintain a thorough knowledge of the ministries/departments/agencies for which the Prime Minister has responsibility, together with the community and/or industry groups of special significance to the Prime Minister's portfolio responsibilities.</li> <li>• Be informed on the policy, programme and management issues affecting the Prime Minister and ministries; liaise with staff in ministries/departments/agencies.</li> <li>• Be sensitive to and knowledgeable of the public relations, publicity and information implications of any proposals, developments or initiatives affecting the Prime Minister's portfolios and/or electorate and advise the Prime Minister as appropriate. Monitor the extent and nature of the Prime Minister's media coverage and keep the Prime Minister informed of this.</li> <li>• Prepare material in line with the Government's communications strategy.</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate and consistent material promptly distributed through the press gallery in accordance with the requirements of the Government's forward announcement programme.</li> <li>• The production and distribution of appropriate and high quality material in a timely fashion in relation to the Prime Minister's publicity objectives.</li> <li>• Appropriate oversight and facilitation of effective action on responses and supplementary questions. The Prime Minister able to appropriately respond.</li> <li>• The Prime Minister kept up-to-date with developments regarding their portfolios and/or electorate. Media coverage actively monitored.</li> <li>• Government press activities highly co-ordinated in pursuit of the Government's publicity objectives.</li> </ul>
<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• Specific responsibility for the development of the free media component of the Government's communication strategy.</li> </ul>	<ul style="list-style-type: none"> <li>• An effective free media communications strategy, promptly implemented, and produced with the approval of the Prime Minister.</li> </ul>



What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> <li>Positively promote effective communications between the Prime Minister, ministerial and electorate offices, support parties, press gallery, portfolio departments, and Crown entities, as well as other offices/servicing units within the parliamentary precincts.</li> <li>Establish, monitor and continually improve the flow of information and documents to and from the Prime Minister.</li> <li>Provide assistance and support to the Prime Minister at briefings, meetings, conferences and other events as required.</li> <li>As required, assist in the management of oral questions in liaison with other staff.</li> </ul>	<ul style="list-style-type: none"> <li>Effective communications that foster a collaborative culture between the Prime Minister and wider parliamentary precincts.</li> <li>Effective information flow to and from the Prime Minister resulting in a productive office environment.</li> <li>Communications assistance provided to the Prime Minister when required.</li> </ul>
<p><b>Strategic Planning &amp; Work Programme</b></p> <ul style="list-style-type: none"> <li>Planning and management of the Prime Minister's media commitments.</li> <li>Participation in the development of the overall communications strategy.</li> <li>Oversee and develop, with the Chief of Staff, the Government's forward announcement programme.</li> <li>Plan and develop communication strategies in conjunction with other staff in the Prime Minister's office. Be accountable for the successful implementation of communication strategies.</li> <li>Maintain an intimate knowledge of the Prime Minister's House activity, legislative programme, diary, leave and travel commitments, ensuring communication strategies meet the Prime Minister's time frames and requirements.</li> </ul>	<ul style="list-style-type: none"> <li>The Prime Minister's media commitments promptly planned and revised as necessary. The Prime Minister informed of developments.</li> <li>The Government's overall communications strategy and forward announcement programme effectively developed and implemented, facilitating the achievement of the Government's objectives.</li> </ul>
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>Maintain and facilitate contact between the Prime Minister and the media subject to the Prime Minister's priorities and publicity objectives; liaise with journalists in the parliamentary press gallery and with news organisations throughout the country and overseas, providing information, contacts or statements as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Strong and effective relationships with media that contribute to achieving the Prime Minister's publicity objectives.</li> </ul>

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> <li>• Work closely with the Prime Minister’s staff and other ministerial offices, to ensure that duties undertaken by them are integrated into the work of the Prime Minister’s office.</li> <li>• Ensure a team approach to all matters both within the Prime Minister’s Office and with other ministerial offices.</li> <li>• Maintain continuing and effective liaison with the Prime Minister's Chief of Staff to ensure there is a coordination of effort between all staff that have responsibility for media/communications.</li> </ul>	<ul style="list-style-type: none"> <li>• Effective teamwork within the Prime Minister’s Office and between other Ministerial offices and key stakeholders enabling the office to run effectively and efficiently.</li> <li>• Prompt and productive liaison with the Prime Minister’s Chief of Staff ensuring an appropriately co-ordinated effort across all media/communications staff.</li> </ul>
<p><b>Staff Management</b></p> <ul style="list-style-type: none"> <li>• Develop and manage media training programmes for Government members.</li> <li>• Travel with the Prime Minister as directed.</li> <li>• Provide professional leadership to Government press secretaries in ministerial offices and the Government Communications Unit to ensure that the messages being conveyed from ministerial offices are consistent with the agreed communications strategy.</li> <li>• Work closely with media staff in all offices in relation to their Minister’s portfolios.</li> <li>• Management of the Prime Minister’s media team, and the co-ordination of ministerial Press Secretaries and media staff.</li> <li>• Build media staff capability by providing development opportunities and sharing knowledge.</li> <li>• Ensure that media staff quickly acquire the on-site knowledge needed to support the Prime Minister.</li> <li>• Provide guidance and support during times of significant office change, for example following a general election or Cabinet reshuffle, to ensure the welfare of staff.</li> <li>• Oversee and monitor the performance of Government Press Secretaries in ministerial offices.</li> </ul>	<ul style="list-style-type: none"> <li>• Media training programmes developed and managed effectively. Staff receive high quality media training.</li> <li>• Effective professional leadership allowing for clear and consistent communications across ministerial offices.</li> <li>• Opportunities for development are provided for staff. New staff appropriately inducted into the office environment and promptly able to provide necessary support to their Minister.</li> <li>• The Prime Minister’s Senior Private Secretary accurately advised of work-related travel, leave and absence details in a prompt fashion.</li> <li>• The Prime Minister’s office managed through periods of change, ministerial offices are provided support. Staff welfare is maintained.</li> <li>• Press Secretary performance assessments are accurate, fair and transparent.</li> </ul>

What you will do to contribute	As a result we will see
<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>• All requirements of DIA's Health and Safety policy and procedures met.</li> <li>• Health and Safety policies followed.</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>	

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Prime Minister	✓	✓	✓	✓		✓
	Chief of Staff	✓	✓	✓	✓		✓
	Prime Minister's Office	✓	✓	✓	✓	✓	✓
	Ministerial Office Staff	✓	✓	✓	✓	✓	✓
	Staff in other Minister's offices, coalition partners and support party offices	✓	✓	✓	✓	✓	✓
	Whips' Office			✓	✓		
	The Office of the Clerk				✓		
	Members of Parliament	✓	✓	✓	✓		✓
	Cabinet Office staff				✓		
	Ministerial Resourcing Portfolio Managers		✓		✓		✓
	Ministerial Resourcing Team		✓		✓		✓
External	Staff of portfolio departments/ministries and State-Owned Enterprises		✓	✓	✓	✓	
	Press gallery		✓	✓	✓		✓
	Members of the public				✓		✓
	Prime Minister's constituents				✓		✓

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
	Party officials	✓	✓	✓	✓		✓
	Sector interest groups		✓	✓	✓		✓

Your delegations as a manager	
Human Resources and financial delegations	Nil
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="#">Senior Leader</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>Adaptive leadership</li> <li>Driving innovation and transformation</li> <li>Strategic agility</li> <li>Political savvy</li> <li>Empowering people for success</li> <li>Inspiring others through vision and purpose</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>A history of achievement in the delivery of high quality strategic media/communication services.</li> <li>Experience in effectively managing a wide range of relationships.</li> <li>A tertiary level qualification in a relevant discipline or equivalent experience.</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>Extensive knowledge of the workings of government.</li> <li>Strong understanding of media environment and key contacts.</li> <li>Strong knowledge of IT systems and research facilities.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>Strong journalism skills together with excellent written language skills.</li> <li>Highly developed interpersonal skills with a demonstrated ability to gain the confidence of the Prime Minister, Chief of Staff and diverse stakeholders.</li> <li>Strong staff management skills and experience in the co-ordination of press staff across a complex organisation.</li> <li>High level of skill in facilitating and leading groups.</li> <li>Well-developed communication skills, including the ability to persuade, influence and gather information to obtain optimal</li> </ul>

Your success profile for this role	What you will bring specifically
	<p>outcomes.</p> <ul style="list-style-type: none"><li>• Demonstrated ability to analyse, understand and convey complex information in a simplified form.</li><li>• Demonstrated ability to think strategically and identify risk in the development of Government policies.</li></ul> <p><b>Other Requirements:</b> May be required to:</p> <ul style="list-style-type: none"><li>• Be available for working outside working normal hours.</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>

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## Correspondence and Records Manager

Office of the Prime Minister

Ministerial Services and Secretariat Support, Information and Knowledge Services

You will be responsible for the active management and co-ordination of the Prime Minister's Correspondence and Records Unit, ensuring that all correspondence, emails and other communications are responded to appropriately, accurately and in a timely fashion ensuring all correspondence is tracked, recorded and easily retrievable. This is an events-based position based on a 3 year Parliamentary term.

- **Reporting to:** Senior Private Secretary to the Prime Minister and Portfolio Manager
- **Location:** Wellington
- **Salary range:** Corporate H

### 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.

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### How we do things around here – our principles



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Te Tari Taiwhenua  
Internal Affairs

## 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 mātaḥono – 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.

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## Spirit of service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, 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 hāpori, ā, e arahina ana mātou e ngā mātaḥono 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.

Released under the Official Information Act 1982

What you will do to contribute	As a result we will see
<p><b>Correspondence and Communication</b></p> <ul style="list-style-type: none"> <li>• Draft high-quality responses to general enquires and specific policy related correspondence received in a timely manner, consulting subject matter experts if guidance is required, ready for the Prime Minister to approve and sign out.</li> <li>• Reply to correspondence received through the Prime Minister’s email inbox</li> <li>• Scrutinise all incoming mail to determine the appropriate response required. Any offensive or threatening mail to the Prime Minister needs to be immediately referred to PS Security and/or the Police.</li> <li>• Ensure all correspondence is tracked and recorded in the record management system, ensuring records are easily retrievable.</li> <li>• Assist in responding to OIA’s received into the Prime Minister’s office</li> <li>• Exercise exemplary judgement to ensure that all replies drafted are technically correct, sensitive to the issue raised and to the Prime Minister’s style.</li> <li>• Have complete oversight of all correspondence prepared by the team, providing feedback as required to ensure the Prime Minister is satisfied with all responses going out in their name.</li> <li>• Implement any process improvements identified in the office to make the correspondence flow more efficient.</li> <li>• Liaise with other Ministers’ offices and other staff within the Parliamentary complex including electorate offices in relation to Prime Ministerial correspondence.</li> <li>• Identify and alert the Prime Minister, and other relevant staff within the Prime Minister’s Office to any particular issues being raised in correspondence.</li> <li>• Due to the varied topics of correspondence coming into the office, you need to have a full understanding of the Government’s portfolios, policies, themes, key messages and tone to accurately convey to correspondents.</li> <li>• Positively promote effective communications between the Prime Minister’s office, other ministerial and electorate offices, portfolio departments, and Crown entities, fostering a high level of collaboration and goodwill.</li> </ul>	<ul style="list-style-type: none"> <li>• A well maintained, secure and up-to-date file management system.</li> <li>• Records which can be easily located and provided on request.</li> <li>• All correspondence to the Prime Minister’s office responded to appropriately and within reasonable timeframes.</li> <li>• The Prime Minister and senior staff are aware of issues consistently raised in correspondence received into the office.</li> <li>• Communication with other Ministerial and Parliamentary staff when required.</li> <li>• Monitoring of office processes and suggestions regarding improvement being disclosed to appropriate senior staff.</li> <li>• Strong, positive communication channels with relevant.</li> <li>• Government entities operating with a culture of goodwill.</li> <li>• Information is provided in a timely manner to ensure timeframes for OIA’s are met.</li> <li>• Write in a tone that connects with the reader.</li> <li>• The Prime Minister or senior staff are aware of any important or sensitive issues contained in correspondence received.</li> </ul>

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What you will do to contribute	As a result we will see
<p><b>People Leadership</b></p> <ul style="list-style-type: none"> <li>• Lead, develop and maintain a high performing team.</li> <li>• Lead and co-ordinate the day to day activities of our people to support the delivery of services to both internal and external stakeholders.</li> <li>• Set clear expectations, monitor team performance and provide constructive feedback and coaching to support high performance.</li> <li>• Coach and mentor staff on key processes and responsibilities relating to correspondence flow.</li> <li>• Coach staff to provide for their development and ensure they gain access to training opportunities provided by the Department.</li> </ul>	<ul style="list-style-type: none"> <li>• The team is consistently meeting performance measures and service level agreements.</li> <li>• Positive feedback given by senior staff and colleagues.</li> <li>• The performance and development of team members is appropriated planned and managed in accordance with the Department's processes.</li> </ul>
<p><b>Support Services</b></p> <ul style="list-style-type: none"> <li>• Work with team members of the Prime Minister's office in the provision of support services to the Prime Minister, their Senior Private Secretary, and other senior members of the Prime Minister's office as required.</li> <li>• Maintain office systems and procedures which promote efficient/effective functioning of the Prime Minister's office.</li> </ul>	<ul style="list-style-type: none"> <li>• Collaboration with other Prime Ministerial staff when required.</li> <li>• Efficient office procedures are established and maintained.</li> </ul>
<p><b>Risk</b></p> <ul style="list-style-type: none"> <li>• Immediately report any identified areas of business or administrative risk, actual or perceived, to the Senior Private Secretary, Senior Press Secretary or Chief of Staff.</li> <li>• Understand and actively work with the Prime Minister and senior staff to manage any political and reputation risks.</li> <li>• As directed, work on the risk management of issues within the Prime Minister's portfolios.</li> <li>• Operate on a "no surprises" basis so that any key risks are alerted to the Prime Minister and key people within the office.</li> </ul>	<ul style="list-style-type: none"> <li>• Senior staff are aware of any potential risks ahead of time.</li> <li>• Improvement of current risk management issues.</li> <li>• Potential risks are dealt with early using risk mitigation strategies.</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>• All requirements of DIA's Health and Safety policy and procedures are met.</li> </ul>

What you will do to contribute	As a result we will see
<b>Health and safety (for team)</b> <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>	

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Prime Minister	✓	✓		✓		✓
	Chief of Staff	✓	✓		✓		✓
	Senior Private Secretary	✓	✓		✓		✓
	Prime Minister's office staff	✓	✓		✓	✓	✓
	Other Ministerial office staff	✓	✓		✓		✓
	Whips office	✓	✓		✓		
	Clerk's office				✓		
	Members of Parliament		✓		✓		✓
	Staff of MP's including Electorate office staff	✓	✓		✓		✓
	Cabinet Office		✓		✓		✓
	Ministerial Resourcing				✓		
External	Staff of Portfolio Departments, Ministries and SOE's	✓	✓		✓		✓
	Members of the Public		✓		✓		✓
	MP's Constituents		✓		✓		✓
	Sector interest groups	✓	✓		✓		✓
	Party officials				✓		

Your delegations as a manager	
Human Resources and financial delegations	Level Z
Direct reports	Nil (5-8 indirect reports)

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>Experience:</b></p> <ul style="list-style-type: none"> <li>Experience in the management and leadership of a team.</li> <li>A history of achievement in delivery of high quality services.</li> <li>Experience in effectively managing a wide range of relationships.</li> </ul>

Your success profile for this role	What you will bring specifically
<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>	<ul style="list-style-type: none"> <li>• Proven experience in records management roles including electronic and paper-based records and systems.</li> <li>• Experience in Records Management applications (e.g. Objective) and Microsoft Office suite.</li> <li>• Awareness and understanding of the political environment.</li> <li>• A tertiary level qualification in Communication or Management is desirable.</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Understanding and knowledge of Government policies and priorities.</li> <li>• Good knowledge of national and international current affairs.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Sound written communication skills.</li> <li>• Proven ability to maintain confidentiality and use discretion.</li> <li>• Sound judgement and tack in dealing with sensitive issues.</li> <li>• Well-developed relationship management skills.</li> <li>• Ability to work well as a team player and collaboratively across teams.</li> <li>• Effective planning and co-ordination skills, with the ability to meet tight deadlines and multi-task.</li> <li>• Ability to prioritise workload</li> <li>• Ability to write in the voice of the Prime Minister.</li> </ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"> <li>• Be available for working outside normal working hours.</li> <li>• The ability to obtain and maintain the necessary National Security Clearance.</li> </ul>

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# Job description

## Haere mai

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

## Deputy Chief of Staff

### Office of the Prime Minister

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

You will be responsible for the provision and management of a wide range of advisory and support services to the Prime Minister, Chief of Staff and Ministerial office support staff. As a senior role within the Prime Minister's Office, this role requires a high standard of ethical behaviour and discretion together with significantly more than usual business hours. You will be required to assist the Prime Minister in preparation for all their duties. This is an events-based position based on a 3-year Parliamentary term.

- **Reporting to:** Manager Ministerial Resourcing
- **Location:** Wellington (Parliament)
- **Salary range:** Policy K

### 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.

What you will do to contribute	As a result we will see
<p><b>Strategic Planning</b></p> <p>Assist the Chief of Staff :</p> <ul style="list-style-type: none"> <li>To develop the Executive’s forward policy development programme across all portfolio areas.</li> <li>In the planning and management of all the Prime Minister’s strategic priorities.</li> <li>As directed, work closely with the Leader of the House on the ongoing development and management of the Parliamentary timetable and legislative agenda.</li> </ul>	<ul style="list-style-type: none"> <li>The Executive’s forward policy development programme co-ordinated across all portfolio areas effectively and appropriately, facilitating the smooth operation of Government.</li> <li>The Parliamentary timetable and legislative agenda managed effectively.</li> </ul>
<p><b>House and Legislative</b></p> <ul style="list-style-type: none"> <li>Responsible for ensuring that leave for the Prime Minister from the House, Cabinet or Caucus is correctly applied for and records kept and maintained.</li> <li>Manage and coordinate the House Roster system ensuring a replacement for the Prime Minister is arranged as and when required in conjunction with the Whips Office.</li> <li>Oversee and coordinate, in conjunction with other office staff, House activities including Parliamentary questions, Parliamentary debates and speaking commitments, financial procedures, legislation and other business in the House.</li> <li>Manage and coordinate the passage of portfolio legislation through the House ensuring that the Prime Minister knows at what stage a particular Bill is at and amendments required by various authorities have been made accordingly.</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>Leave for the Prime Minister appropriately applied for, accurate records kept and maintained.</li> <li>A replacement for the Prime Minister organised promptly as required.</li> <li>House activities managed with appropriate oversight and co-ordination.</li> <li>The passage of portfolio legislation effectively managed through the House, the Prime Minister made aware of developments as they occur.</li> <li>Official Information Act requests responded to in a prompt and efficient manner.</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Leadership and Office Management</b></p> <ul style="list-style-type: none"> <li>• As directed, act for the Chief of Staff in his/her absence.</li> <li>• Assist the Chief of Staff in the assessment of Ministerial Office staff as requested.</li> <li>• Co-ordinate and oversee the activities and operations of the Prime Minister’s office, providing advice, direction and guidance to staff as and when required.</li> <li>• Provide leadership to all office staff ensuring that: <ul style="list-style-type: none"> <li>◦ They are aware of, and are adhering to standard practices, ministerial preferences, protocols and procedures as laid down in existing manuals and documentation</li> <li>◦ They are performing to a very high standard, producing high quality work and meeting and/or exceeding the needs of the Prime Minister, clients and stakeholders</li> </ul> </li> <li>• In conjunction with the SPS: <ul style="list-style-type: none"> <li>◦ Keep abreast of major portfolio issues and events</li> <li>◦ Manage office workflows, pressure points and the provision of assistance and/or back-up.</li> <li>◦ Strategically plan for major diary events and/or functions and opportunities</li> <li>◦ Seek feedback on work issues and developments</li> <li>◦ Ensure the team have the necessary skills to perform to an exemplary standard and are being strongly encouraged to identify their on-going training and development needs</li> <li>◦ Ensure they are working as a team focused on collective goals and adhering to office values, adding value to the high quality work they are producing and are working across boundaries supporting and assisting each other on a regular basis</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• All personnel and administrative tasks completed in an effective and timely manner, meeting the needs of the Chief of Staff and the Prime Minister.</li> <li>• A well trained and high performing team. The needs of the Prime Minister, clients and stakeholders being met and/or exceeded.</li> <li>• A cohesive team culture that contributes to the production of highly quality work.</li> <li>• Regular liaison with staff facilitates the smooth running of the Prime Minister’s office, major issues receive a prompt response, effective strategic planning occurring in a timely fashion and feedback is incorporated into future work.</li> </ul>

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What you will do to contribute	As a result we will see
<p><b>Advisory</b></p> <ul style="list-style-type: none"> <li>• Provide political and strategic advice to the Prime Minister on all aspects of current legislation, political management and other policy issues.</li> <li>• Manage political and strategic advice across all ministerial offices and portfolio areas, including acting as a mentor to Ministers, Ministerial Advisors and other ministerial office staff on any matter, but particularly the complex issues</li> <li>• Provide advice to the Prime Minister on a wide range of legislative issues as required.</li> <li>• Attend Cabinet committee, Caucus and advisory committees and meetings as required by the Chief of Staff.</li> <li>• Brief the Prime Minister on background and agendas for specified meetings.</li> <li>• Acquire and maintain a thorough knowledge of the policy, programme and management issues of overall portfolio areas</li> <li>• Read and critique policy advice submitted to the Prime Minister and assess its implications for the Prime Minister’s publicity, policy and strategic objectives.</li> <li>• Hold regular Advisors’ meetings to disseminate general information and provide the opportunity for Advisors to discuss common problems or items of issue.</li> <li>• Induct new Advisors into their role and duties.</li> </ul>	<ul style="list-style-type: none"> <li>• Political and strategic advice is well co-ordinated across Ministerial offices and portfolio areas. Complex issues dealt with appropriately.</li> <li>• Meetings attended as required; the Prime Minister appropriately briefed in advance of meetings.</li> <li>• Institutional knowledge developed and maintained, facilitating the smooth administration of the Prime Minister’s portfolio(s) responsibilities.</li> <li>• The Prime Minister provided with high quality and timely policy advice.</li> <li>• Regular Advisors’ meetings facilitation collaboration. New Advisors receive a thorough induction.</li> </ul>

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What you will do to contribute	As a result we will see
<p><b>Information Management, Consultation</b></p> <ul style="list-style-type: none"> <li>Assist in the management of the day-to-day negotiation, operation and implementation of any Confidence and Supply or other Agreements with other Parties.</li> <li>As directed attend with the Prime Minister and Deputy Prime Minister regular meetings with Confidence and Supply parties, and undertake necessary follow-up with other Ministers and their offices</li> <li>As directed, manage the day-to-day relationship with other Parliamentary political parties including negotiating to secure support for legislative measures.</li> <li>Within delegation approve all processes and arrangements for briefings and meetings between Coalition Parties and staff within Ministers' offices on forthcoming legislation.</li> <li>Facilitate and manage communications between the Prime Minister, the Prime Minister's office as well as other offices/servicing units within the Parliamentary complex.</li> </ul>	<ul style="list-style-type: none"> <li>Relationships with Coalition and support parties effectively managed through appropriate consultation, facilitating co-operation and the smooth operation of Government.</li> <li>Communications between the Prime Minister, Prime Minister's office and the wider Parliamentary complex and accurately and promptly managed.</li> </ul>
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>Act as an effective conduit for Ministers and backbench MPs to communicate with the Chief of Staff or Prime Minister on the full range of Ministerial and Parliamentary matters.</li> <li>Investigate issues/allegations made against Ministers, to ensure that the Government acts and is seen to act ethically and in accordance with the law.</li> <li>Maintain contact with key business and interest group leaders, departmental Chief Executives, and media representatives. Facilitate contact between the Chief of Staff and Prime Minister in order to meet Government strategies.</li> <li>Maintain relationships with all Ministers to ensure co-ordinated approach to Government initiatives and communications, and areas of portfolio responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>Robust, productive and timely communication between backbench MPs and the Chief of Staff or Prime Minister.</li> <li>Allegations made against Ministers promptly investigated, with findings acted upon as appropriate.</li> <li>Productive relationships with key stakeholders and the media facilitate the achievement of the Government's strategic objectives.</li> <li>Strong Ministerial relationships ensure a co-ordinated approach to Government initiatives.</li> </ul>



What you will do to contribute	As a result we will see
<b>Health and safety (for self)</b> <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>Provide input into implementing 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>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Prime Minister	✓	✓	✓	✓		✓
	Ministers	✓	✓	✓	✓		✓
	Ministerial Office Staff	✓	✓	✓	✓	✓	✓
	Prime Minister's office	✓	✓	✓	✓	✓	✓
	Staff in other Minister's offices, Coalition Partners and support party offices	✓	✓	✓	✓		✓
	Whips' Office	✓	✓	✓	✓		✓
	Clerk's Office	✓	✓	✓	✓		✓
	Members of Parliament	✓	✓	✓	✓		✓
	Cabinet Office staff	✓	✓		✓		✓
	Ministerial Resourcing Team	✓	✓	✓	✓		
External	Portfolio Departments	✓	✓	✓	✓	✓	✓
	Party officials	✓	✓	✓	✓	✓	✓
	Leaders constituents	✓	✓	✓	✓	✓	✓
	Members of the public	✓	✓	✓	✓		
	Sector interest groups	✓	✓	✓	✓		✓

Your delegations as a manager	
Human Resources and financial delegations	Nil
Direct reports	Nil

Your success profile for this role	What you will bring specifically
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="#">Senior Leader</a> .	<b>Experience:</b> <ul style="list-style-type: none"> <li>A history of achievement in the delivery of high quality executive management.</li> <li>Experience in effectively managing a wide range of relationships.</li> </ul>

Your success profile for this role	What you will bring specifically
<p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Adaptive leadership</li> <li>• Driving innovation and transformation</li> <li>• Strategic agility</li> <li>• Political savvy</li> <li>• Empowering people for success</li> <li>• Inspiring others through vision and purpose</li> </ul>	<ul style="list-style-type: none"> <li>• A tertiary level qualification in a relevant discipline or equivalent experience.</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Extensive knowledge of the workings of government.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Strong leadership skills and highly developed interpersonal skills, a demonstrated ability to gain the confidence of the Prime Minister and diverse stakeholders.</li> <li>• High level of skill in facilitating and leading groups.</li> <li>• Well-developed communication skills including the ability to persuade, influence and gather information to obtain optimal outcomes.</li> <li>• Ability to analyse, understand and convey complex information in a simplified form.</li> <li>• Demonstrated ability to think strategically and identify risk in the development of Government policies.</li> <li>• Strong staff management skills and experience in the co-ordination of staff across a complex organisation.</li> </ul> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>• Must be able to obtain and maintain National Security Clearance of TOP SECRET.</li> </ul>

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# Job description

Haere mai

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

## Deputy Chief Press Secretary

Office of the Prime Minister

Ministerial Services and Secretariat Support, Information and Knowledge Services

You will be responsible for the provision and co-ordination of media opportunities for the Government. You will be responsible for ensuring that all media communications from the Prime Minister's Office are consistent with the agreed priorities and messages of the Government. You will lead and develop key communication strategies for the Prime Minister. There is a requirement to be able to travel in this role. 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:** Corporate J

### 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.

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## Spirit of service

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhānake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community, 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>Press</b></p> <ul style="list-style-type: none"> <li>Assist the Chief Press Secretary with the co-ordination of Government press activities.</li> <li>Be clear on the Prime Minister’s publicity objectives and be the subject matter expert on the Prime Ministers portfolios and seek to achieve them through the preparation of appropriate speech notes, media releases, articles, interviews, media briefings or background information.</li> <li>Work with the Chief Press Secretary in working to influence the media agenda, to ensure that the government’s point of view is being heard and understood.</li> <li>Manage the delivery of major government events and announcements schedule ensuring the relevant people are aware of their responsibilities throughout the project.</li> <li>Travel with the Prime Minister as required.</li> <li>Acquire and maintain a thorough knowledge of the Ministry, Departments or agencies for which the Prime Minister has responsibility, together with the community and/or industry groups of special significance to the Prime Minister’s portfolio responsibilities. Will be the lead for at least one of the Prime Minister’s portfolios.</li> <li>Will be the lead contact for the Prime Minister’s office with the deputy editors and allocated columnists within the press gallery. Be informed on the policy, programme and management issues affecting the Prime Minister and the Ministries; liaise with staff in the Ministry, Departments or agencies.</li> <li>Prepare material in line with the government’s communications strategy as well as seeking the approval of the Prime Minister.</li> <li>Will provide support and advice to other Press Secretaries to ensure there is consistency in key messages provided across the Government.</li> </ul>	<ul style="list-style-type: none"> <li>The Press gallery will be provided with key material in accordance with the requirements of the Government’s Forward Announcement Programme.</li> <li>The production and distribution of appropriate and high quality material in a timely fashion in relation to the Prime Minister’s publicity objectives.</li> <li>The Prime Minister kept up-to-date with developments regarding their portfolios and/or electorates. Media coverage actively monitored.</li> <li>Government press activities highly co-ordinated in pursuit of the Government’s publicity objectives.</li> <li>Press Secretaries are confident they are receiving the support they require to fulfil their role.</li> <li>An up to date forward plan of any key events and communications.</li> </ul>

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What you will do to contribute	As a result we will see
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Lead effective communications between the Prime Minister, Ministerial and electorate offices, Support Parties, Press Gallery, portfolio departments, Crown entities as well as other offices/servicing units within the Parliamentary complex.</li> <li>• Provide on-going support and advice to other Press Secretaries in the Government ensuring there is consistency in key messages.</li> <li>• Establish, monitor and continually improving the flow of information and documents to and from the Prime Minister.</li> <li>• Provide assistance and support to the Prime Minister at briefings, meetings, conferences and other events as required.</li> <li>• As required, assist in the management of oral questions in liaison with other staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Effective communications foster a collaborative culture between the Prime Minister and wider Parliamentary complex.</li> <li>• Effective information flow to and from the Minister resulting in a productive office environment.</li> <li>• Assistance provided for the Minister as required.</li> </ul>
<p><b>Strategic Planning &amp; Work Programme</b></p> <ul style="list-style-type: none"> <li>• Work with the Chief Press Secretary in the planning and management of the Prime Minister’s media commitments.</li> <li>• Manage the development of the overall communications strategy.</li> <li>• Develop with the Chief Press Secretary, the Government’s forward announcement programme.</li> <li>• Plan and develop communication strategies in conjunction with other Minister’s office. Be accountable for the successful implementation of communication strategies.</li> <li>• Maintain an intimate knowledge of the Prime Minister’s House activity, legislative programme, diary, leave and travel commitments ensuring communication strategies meet the Prime Minister’s time frames and requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• The Prime Minister’s media commitments promptly planned and revised as necessary. The Chief Press Secretary to be kept informed of developments.</li> <li>• The Government’s overall communications strategy and forward announcement programme effectively developed and implemented, facilitating the achievement of the Government’s objectives.</li> </ul>
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Maintain and facilitate contact between the Prime Minister and the media subject to the Prime Minister’s priorities and publicity objectives.</li> <li>• Gain the respect of the Parliamentary Press Gallery in particular, and act as a persuasive spokesperson.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong and effective relationships with media contribute to achieving the Prime Minister’s publicity objectives.</li> </ul>

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What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> <li>• Work closely with the Prime Minister's Private Secretaries and other staff to ensure that duties undertaken by them are integrated into the work of the Prime Minister's office.</li> <li>• Ensure a team approach to all matters both within the Prime Minister's office and with other Ministerial offices.</li> <li>• Maintain continuing and effective liaison with the Prime Minister's Chief Press Secretary to ensure there is a coordination of effort between all staff that has responsibility for media communications.</li> </ul>	<ul style="list-style-type: none"> <li>• Effective teamwork within the Prime Minister's office and between other Ministerial offices and key stakeholders enabling the office to run effectively and efficiently.</li> <li>• Prompt and productive liaison with the Prime Minister's Chief Press Secretary ensuring an appropriately co-ordinated effort across all media communications staff.</li> </ul>
<p><b>Staff Management</b></p> <ul style="list-style-type: none"> <li>• Assist in the development of media training programmes for Government members.</li> <li>• Provide professional leadership to Government press secretaries in Ministerial Offices and the Leaders office to ensure that the messages being conveyed from Ministerial Offices are consistent with the agreed communications strategy.</li> <li>• Work closely with media staff in all offices in relation to the Minister's portfolios.</li> <li>• Build media staff capability by providing development opportunities and sharing knowledge.</li> <li>• Ensure that Media staff quickly acquires the on-site knowledge needed to support the Prime Minister.</li> <li>• Provide guidance and support during times of significant office change i.e. following a General Election or Cabinet reshuffle etc. ensuring the welfare of staff.</li> <li>• You will stand in as acting Chief Press Secretary during his/her absence/overseas travel/on leave</li> </ul>	<ul style="list-style-type: none"> <li>• Media training programmes developed effectively. Staff receive high quality media training.</li> <li>• Effective professional leadership allowing for clear and consistent communications across Ministerial offices.</li> <li>• Opportunities for development are provided for staff. New staff appropriately inducted into the office environment and promptly able to provide necessary support to the Minister.</li> <li>• The Chief Press Secretary accurately advised of work related travel, leave, absence details and any related media issues in a prompt fashion.</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>• All requirements of DIA's Health and Safety policy and procedures met.</li> </ul>

What you will do to contribute	As a result we will see
<b>Health and safety (for team)</b> <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>	

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Prime Minister	✓	✓	✓	✓		✓
	Chief of Staff	✓	✓	✓	✓		✓
	Prime Minister's office	✓	✓	✓	✓	✓	✓
	Ministerial Office Staff	✓	✓	✓	✓	✓	✓
	Staff in other Minister's offices, Coalition Partners and support party offices	✓	✓	✓	✓	✓	✓
	Whips' Office				✓		
	Clerk's Office				✓		
	Members of Parliament	✓	✓	✓	✓		✓
	Cabinet Office staff				✓		
	Ministerial Services Staff		✓	✓	✓	✓	
External	Staff of Portfolio Departments, Ministries and State Owned Enterprises		✓	✓	✓	✓	
	Press Gallery		✓	✓	✓		✓
	Members of the public				✓		✓

Your delegations as a manager	
Human Resources and financial delegations	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="#">Senior Leader</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Adaptive leadership</li> <li>• Driving innovation and transformation</li> <li>• Strategic agility</li> <li>• Political savvy</li> <li>• Empowering people for success</li> <li>• Inspiring others through vision and purpose</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• A history of achievement in the delivery of high quality media/communication services.</li> <li>• Experience in effectively managing a wide range of relationships.</li> <li>• A tertiary level qualification in a relevant discipline or equivalent experience.</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Extensive knowledge of the workings of government.</li> <li>• Strong knowledge of IT systems and research facilities.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Strong journalism skills together with excellent written language skills.</li> <li>• Highlight developed interpersonal skills with a demonstrated ability to gain the confidence of the Minister and diverse stakeholders.</li> <li>• High level of skill in facilitating and leading groups.</li> <li>• Well-developed communication skills, including the ability to persuade, influence and gather information 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 in the development of Government policies.</li> <li>• Strong staff management skills and experience and experience in the co-ordination of press staff across a complex organisation.</li> </ul> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Must be able to obtain and maintain a National Security Clearance of TOP SECRET.</li> </ul>

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# Job description

## Haere mai

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

## Deputy Director of Communications

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

You will be responsible for providing leadership to the Communications team for the Prime Minister's office. You will work with Ministers to develop and implement online and offline communication strategies to promote understanding of, and engagement with, the Government's policy positions and issues campaigns.

You will undertake projects and implement strategies to support the Communications team. You will assist in leading and developing key communication strategies for the Prime Minister. This is an events-based position based on a 3-year Parliamentary term.

- **Reporting to:** Director of Communications and Portfolio Manager
- **Location:** Wellington
- **Salary range:** Corporate I

### 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



Te Tari Taiwhenua  
Internal Affairs

## 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.

## Spirit of service

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hāpori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community, 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>Communications</b></p> <ul style="list-style-type: none"> <li>Develop and implement with the Director of Communications the communications strategy for the term of Parliament.</li> <li>Develop and implement with the Director of Communications the engagement programme in line with the party's strategic plan.</li> <li>Provide advice to key stakeholders on any communication issues including the digital communications.</li> <li>Ensure staff are provided with the support required for their role in communication on behalf of their Minister.</li> <li>Develop key messages for Ministers and members of Parliament daily.</li> </ul>	<ul style="list-style-type: none"> <li>Effective communications foster collaborative culture between the Prime Minister and the wider Parliamentary complex.</li> <li>Effective information flow to and from the Prime Minister resulting in a productive office environment.</li> <li>Assistance provided for the Prime Minister as required.</li> </ul>
<p><b>Strategic Planning &amp; Work programme</b></p> <ul style="list-style-type: none"> <li>Work with the Director of Communications to develop strategy for communications and engagement programmes</li> <li>Provide advice on strategic engagement and issues campaigns advice</li> <li>Provide strategic and operational advice to the key members of the Communications team</li> </ul>	<ul style="list-style-type: none"> <li>The Prime Minister's communication commitments promptly planned and revised as necessary. The Director of Communications to be kept informed of any developments.</li> <li>The communications and engagement strategies are effectively developed and implemented ensuring success for the Government.</li> </ul>
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>Build and maintain strong relationships with key stakeholders in the Parliamentary complex</li> <li>Build and maintain strong relationships with key stakeholders in other agencies</li> <li>Maintain effective liaison across all Ministers offices regarding Communications, this includes digital and social media</li> </ul>	<ul style="list-style-type: none"> <li>Strong and effective relationships with key stakeholders contribute to the success of the Prime Minister's communication commitments.</li> <li>Effective teamwork within the communications team for the Prime Minister and other Ministerial offices will allow the office to run effectively and efficiently.</li> <li>Prompt and productive liaison with the Director of Communications ensuring an appropriately co-ordinated effort across all communications staff.</li> </ul>
<p><b>Staff Management</b></p> <ul style="list-style-type: none"> <li>Provide professional leadership to members of the communications team</li> </ul>	<ul style="list-style-type: none"> <li>Communications training programmes developed effectively. Staff receive high quality media training.</li> </ul>

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> <li>• Build communications staff capability by providing development opportunities and sharing knowledge</li> <li>• Provide guidance and support during times of significant office change i.e following a General Election or Cabinet reshuffle ensuring the welfare of staff</li> <li>• You will stand in as acting Director of Communications during his/her absence/overseas travel/on leave</li> <li>• Ensure a professional standard of communication is maintained across the team</li> <li>• Ensure team are provided with continuous professional development</li> <li>• Ensure staff adhere to the code of conduct</li> <li>• Complete inductions for new staff members</li> </ul>	<ul style="list-style-type: none"> <li>• Effective professional leadership allowing for clear and consistent communications across Ministerial offices.</li> <li>• Opportunities for development are provided for staff. New staff appropriately inducted into the office environment and promptly able to provide necessary support to the team.</li> <li>• The Director of Communications is accurately advised of work related travel, leave, absence details and any related communication issues in a timely manner.</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>• All requirements of DIA's Health and Safety policy and procedures are met.</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>	

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Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Prime Minister	✓	✓	✓	✓		✓
	Ministers	✓	✓	✓	✓		✓
	Chief of Staff	✓	✓	✓	✓		✓
	Ministerial Office Staff	✓	✓	✓	✓	✓	✓
	Staff in other Minister's offices, Coalition Partners and support party offices	✓	✓	✓	✓		✓
	Whips' Office				✓		
	Clerk's Office				✓		
	Members of Parliament	✓	✓	✓	✓		✓
	Cabinet Office staff				✓		
	Parliamentary Party		✓	✓	✓		✓
External	Staff of Portfolio Departments, Ministries and State-Owned Enterprises		✓	✓	✓		
	Press Gallery		✓	✓	✓		✓
	Members of the public				✓		✓

### Your delegations as a manager

Human Resources and financial delegations	Z
Direct reports	Nil

### Your success profile for this role

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 [Senior Leader](#).

#### Keys to Success:

- Adaptive leadership
- Driving innovation and transformation
- Strategic agility
- Political savvy
- Empowering people for success
- Inspiring others through vision and purpose

### What you will bring specifically

#### Experience:

- A history of achievement in the delivery of high quality communication services.
- Experience in effectively managing a wide range of relationships.
- Demonstrates strong political judgement and significant experience working in political communications.
- Demonstrates strong management experience.

#### Knowledge:

- Extensive knowledge of the workings of Government.
- Strong knowledge of digital media, and other IT systems.
- Understanding of strategic communications practices.

#### Skills:

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none"><li>• Strong communication skills, including the ability to persuade, influence and gather information to obtain optimal outcomes.</li><li>• Highly developed interpersonal skills with a demonstrated ability to gain the confidence of the Prime Minister, Ministers, and diverse stakeholders.</li><li>• Demonstrated ability to think strategically and identify risk.</li></ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• A tertiary level qualification in a relevant discipline or equivalent experience.</li></ul>

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# Job description

## Haere mai

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

## Director of Communications

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

You will be responsible for providing leadership to the Communications team for the Prime Minister's office. You will work with Ministers to develop and implement online and offline communication strategies to promote understanding of, and engagement with, the Prime Minister's policy positions and decisions.

You will oversee the communications work of the Communications team including, but not limited to, the team's digital, print, market research & advertising work. You will oversee consideration of the feedback from the public on the communications strategies and ensure that feedback is taken into account when developing future communications. This is an events-based position based on a 3-year Parliamentary term.

- **Reporting to:** Chief of Staff and Portfolio Manager
- **Location:** Wellington
- **Salary range:** Corporate J

### What we do matters – our purpose

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### How we do things around here – our principles



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**Te Tari Taiwhenua**  
**Internal Affairs**



## 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.

## Spirit of service

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What you will do to contribute	As a result we will see
<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• Develop and implement the communications strategy for the term of Parliament.</li> <li>• Develop and implement the engagement programme in line with the party's strategic plan.</li> <li>• Provide advice to key stakeholders on any communication issues including the digital communications.</li> <li>• Oversee the Communications team digital communications and engagement, development and testing, and analytics work.</li> <li>• Ensure staff are provided with the support required for their role in communication on behalf of their Minister.</li> <li>• Provide advice to the Chief of Staff, other Directors and the Leader on communications and related issues and digital communications.</li> <li>• Responsible for ensuring that international digital best practice is followed throughout the Communications team and will represent digital issues meetings.</li> <li>• Responsible for ensuring a professional standard of communication is maintained across the Government.</li> </ul>	<ul style="list-style-type: none"> <li>• Effective communications foster collaborative culture between the Prime Minister and the wider Parliamentary complex.</li> <li>• Effective information flow to and from the Prime Minister resulting in a productive office environment.</li> <li>• Assistance provided for the Prime Minister as required.</li> <li>• Skilled, professional communicators in the team.</li> </ul>
<p><b>Strategic Planning &amp; Work programme</b></p> <ul style="list-style-type: none"> <li>• Develop strategy for communications and engagement programmes in line with the party's strategic plan.</li> <li>• Provide strategic and operational advice to members of the team.</li> <li>• Provide advice on strategic engagement and issues campaigns advice</li> <li>• Develop workstreams and strategies with team members.</li> <li>• Responsible for ensuring the Communications team's digital targets are in line with the digital engagement strategy.</li> </ul>	<ul style="list-style-type: none"> <li>• The Prime Minister's communication commitments promptly planned and revised as necessary.</li> <li>• The communications and engagement strategies are effectively developed and implemented ensuring success for the Government.</li> </ul>
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Build and maintain strong relationships with key stakeholders</li> <li>• Build and maintain strong relationships with key stakeholders in other agencies</li> <li>• Maintain effective liaison across all Ministers offices regarding Communications, this includes digital and social media</li> </ul>	<ul style="list-style-type: none"> <li>• Strong and effective relationships with key stakeholders contribute to the success of the Prime Minister's communication commitments.</li> <li>• Effective teamwork within the communications team for the Prime Minister and other</li> </ul>

What you will do to contribute	As a result we will see
	<p>Ministerial offices will allow the office to run effectively and efficiently.</p> <ul style="list-style-type: none"> <li>• Prompt and productive liaison with the Deputy Director of Communications ensuring an appropriately co-ordinated effort across all communications staff.</li> </ul>
<p><b>Mentoring and Coaching</b></p> <ul style="list-style-type: none"> <li>• Provide professional leadership to members of the communications team</li> <li>• Build communications staff capability by providing development opportunities and sharing knowledge</li> <li>• Provide guidance and support during times of significant office change i.e following a General Election or Cabinet reshuffle ensuring the welfare of staff</li> <li>• Ensure a professional standard of communication is maintained across the team</li> <li>• Ensure team are provided with continuous professional development</li> <li>• Ensure staff adhere to the code of conduct</li> <li>• Complete inductions for new staff members</li> </ul>	<ul style="list-style-type: none"> <li>• Communications training programmes developed effectively. Staff receive high quality media training</li> <li>• Effective professional leadership allowing for clear and consistent communications across Ministerial offices.</li> <li>• Opportunities for development are provided for staff.</li> <li>• New staff appropriately inducted into the office environment and promptly able to provide necessary support to the team.</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>• All requirements of DIA's Health and Safety policy and procedures are met.</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>	

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Prime Minister	✓	✓	✓	✓		✓
	Ministers	✓	✓	✓	✓		✓
	Chief of Staff	✓	✓	✓	✓		✓
	Ministerial Office Staff	✓	✓	✓	✓	✓	✓
	Staff in other Minister's offices, Coalition Partners and support party offices	✓	✓	✓	✓		✓
	Whips' Office				✓		
	Clerk's Office				✓		
	Members of Parliament	✓	✓	✓	✓		✓
	Cabinet Office staff				✓		
	Parliamentary Party		✓	✓	✓		✓
External	Staff of Portfolio Departments, Ministries and State-Owned Enterprises		✓	✓	✓		
	Press Gallery		✓	✓	✓		✓
	Members of the public				✓		✓

Your delegations as a manager	
Human Resources and financial delegations	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="#">Senior Leader</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>Adaptive leadership</li> <li>Driving innovation and transformation</li> <li>Strategic agility</li> <li>Political savvy</li> <li>Empowering people for success</li> <li>Inspiring others through vision and purpose</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>A history of achievement in the delivery of high quality communication services.</li> <li>Experience in effectively managing a wide range of relationships.</li> <li>Demonstrates strong political judgement and significant experience working in political communications.</li> <li>Demonstrates strong management experience.</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>Extensive knowledge of the workings of Government.</li> <li>Strong knowledge of digital media, and other IT systems</li> <li>Understanding of strategic communications practices.</li> </ul>

Your success profile for this role	What you will bring specifically
	<p><b>Skills:</b></p> <ul style="list-style-type: none"><li>• Strong communication skills, including the ability to persuade, influence and gather information to obtain optimal outcomes.</li><li>• Highly developed interpersonal skills with a demonstrated ability to gain the confidence of the Prime Minister, Ministers, and diverse stakeholders</li><li>• Demonstrated ability to think strategically and identify risk.</li></ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• A tertiary level qualification in a relevant discipline or equivalent experience.</li></ul>

Released under the Official Information Act 1982



# Job description

## Haere mai

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

## Events Manager

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

The purpose of this role is to co-ordinate the ongoing preparation of the Prime Minister's external visits programme, and to undertake the administrative and liaison work to ensure events involved in the programme are successful. Some domestic travel will be required for this role and is an events-based position based on a 3-year Parliamentary term.

- **Reporting to:** Senior Private Secretary to the Prime Minister, & Portfolio Manager
- **Location:** Wellington (Parliament)
- **Salary range:** Corporate H

### 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



Te Tari Taiwhenua  
Internal Affairs

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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.

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.

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## Spirit of service

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community, 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>Programme Management</b></p> <ul style="list-style-type: none"> <li>• Co-ordinate the Prime Minister’s external visits programme, including forward planning, in consultation with the Prime Minister, Chief of Staff and Prime Minister’s staff.</li> <li>• Undertake events management work in conjunction with the Prime Minister’s staff to ensure the success of all events the Prime Minister is associated with.</li> <li>• For major events, to undertake the necessary political advance work, to ensure the smooth running of the event to the satisfaction of the Prime Minister and the Chief of Staff.</li> <li>• Monitor key national and regional events and celebrations and, where appropriate, pro-actively work to secure the Prime Minister an invitation to attend/speak.</li> <li>• Work with the Prime Minister’s Office Media team to ensure that the necessary consideration is given to media issues and opportunities as part of the ongoing development of the Prime Minister’s programme.</li> <li>• Travel with the Prime Minister as needed, in consultation with the Chief of Staff.</li> </ul>	<ul style="list-style-type: none"> <li>• The Prime Minister’s schedule for external visits is strategically managed; the Prime Minister is satisfied that all events attended have been a success.</li> <li>• Travel, accommodation, timing and event arrangements meet the Prime Minister’s requirements.</li> <li>• The Chief Press Secretary is informed of all events and speaking engagements to ensure public relations opportunities are maximised.</li> <li>• Invitations secured to key national and regional events.</li> <li>• Engagements are facilitated smoothly as a result of your travelling with the Prime Minister.</li> </ul>
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Acquire and maintain a thorough knowledge of the Departments or agencies for which the Prime Minister has responsibility, together with the community and/or industry groups of special significance to the Prime Minister’s portfolio responsibilities.</li> <li>• Be sensitive to and knowledgeable of the public relations, publicity and information implications of any events, proposals, developments or initiatives that the Prime Minister may attend and advise the Prime Minister as appropriate.</li> <li>• Establish and maintain excellent working relationships with the Diplomatic Protection Squad and VIP Transport to ensure smooth working of the Prime Minister’s schedule.</li> </ul>	<ul style="list-style-type: none"> <li>• You have established and maintained strong working relationships with organisations hosting the Prime Minister.</li> <li>• You have established and maintained good relationships with stakeholders in routine to high risk situations or at senior levels.</li> <li>• A well informed Events Manager with a depth of knowledge of the Prime Minister’s portfolio’s, agency managers and objectives.</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 Prime Minister’s Office and all associated parties in relation to all events, 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 Prime Minister and Chief of Staff in relation to all events.</li> </ul>	<ul style="list-style-type: none"> <li>Relationships with key stakeholders are established and maintained, ability to influence positive outcomes. Any issues are identified quickly and resolved effectively.</li> <li>You have established good networks with stakeholders.</li> <li>A fully informed Prime Minister and staff.</li> </ul>
<p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>Giving particular emphasis to events management, identify areas of risk and provide advice and support to mitigate the risk.</li> <li>Work with the Prime Minister and Chief of Staff to manage any risks.</li> <li>Ensure the Prime Minister and Chief of Staff are kept informed about potential risks and opportunities.</li> <li>Liaise with the Diplomatic Protection Squad over all areas of the Prime Minister’s movements to ensure they are effective with securing her safety.</li> <li>Understand and actively work with the Prime Minister and Chief of Staff to manage any political risks</li> </ul>	<ul style="list-style-type: none"> <li>Risks identified and managed effectively to mitigate risk.</li> <li>The Prime Minister kept up to date with known attendees at events including those who may wish to embarrass the Prime Minister.</li> <li>Senior staff and the Prime Minister are kept aware of potential risks ahead of time</li> <li>A fully informed Diplomatic Protection squad.</li> </ul>
<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>Process Ministerial correspondence as required, correctly and within required timeframes.</li> <li>Manage appropriate procedures for the safe acceptance, security and maintenance of events documentation.</li> <li>Establish excellent working relationships with the Prime Minister’s partner and family ensuring they receive exemplary service to meet their needs.</li> <li>Respond to telephone calls and emails from members of the public.</li> <li>Will have oversight of the invitations process that are received into the office of the Prime Minister, working closely with the Private Secretary and ensuring these are responded to in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>All documentation managed securely, correctly and on time.</li> <li>You are providing an exemplary service to the Prime Minister’s family which meets all their needs.</li> <li>Telephone calls and emails are responded to appropriately and professionally.</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Prime Minister		✓		✓		✓
	Chief of Staff		✓		✓		✓
	Deputy Chief of Staff		✓		✓		✓
	Chief Press Secretary		✓		✓		✓
	Staff in Prime Minister's office		✓		✓		✓
	Minister's, MP's and their staff		✓	✓	✓		✓
	Ministerial Resourcing Team		✓		✓		✓
External	Events Managers/co-ordinators		✓	✓	✓		
	Sector Interest groups				✓		
	Staff of portfolio Departments, Ministries & SOE's				✓		
	Diplomatic Protection Squad		✓		✓		✓
	Members of the Public				✓		
	Party officials		✓		✓		✓

Your delegations	
Human Resources and financial delegations	Nil
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>Experience:</b></p> <ul style="list-style-type: none"> <li>• A history of achievement in the delivery of high quality services.</li> <li>• Demonstrated ability to think strategically and to identify risk in the attendance of the Prime Minister at all functions.</li> <li>• Media and public communications experience is desirable.</li> <li>• A history of working in the political environment</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• A high level of research and knowledge of the organisations and functions to be attended by the Prime Minister.</li> <li>• A high level of knowledge and mitigation of the risks facing the Prime Minister during attendance at all functions.</li> <li>• Extensive knowledge of the workings of Government.</li> </ul>

**Your success profile for this role**

**What you will bring specifically**

**Skills:**

- Highly developed interpersonal and diplomatic skills with a demonstrated ability to relate to and gain the confidence of the Prime Minister and diverse stakeholders.
- Highly developed planning and coordination skills with the proven ability to meet tight deadline and respond to changing priorities.
- Excellent verbal and written communication skills.

**Other Requirements:**

- Must be able to obtain and maintain a National Security Clearance of TOP SECRET.

May be required to:

- 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.

Released under the Official Information Act 1982



# Job description

Haere mai

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

## Executive Assistant (Correspondence Unit)

Office of the Prime Minister

Ministerial Services and Secretariat Support, Information and Knowledge Services

You will be responsible for ensuring that all correspondence, e-mails and any other communications are responded to using the correct format and/or template. This will be done to a high standard and within agreed timeframes, bringing any particular communications to the attention of the Correspondence and Records Manager. This is an events-based position based on a 3 year Parliamentary term.

- **Reporting to:** Correspondence and Records Manager and Senior Private Secretary
- **Location:** Wellington
- **Salary range:** Corporate E

### What we do matters – our purpose

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### How we do things around here – our principles



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## Working effectively with Māori

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## 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><b>Correspondence and Communication</b></p> <ul style="list-style-type: none"> <li>• Draft high-quality responses ready for the Prime Minister to approve and sign out, to both general enquiries and specific policy questions raised in correspondence involving others in the drafting as required in a timely manner.</li> <li>• Scrutinise all incoming mail to determine appropriate response required. Any offensive or threatening mail to the Prime Minister needs to be immediately referred to PS Security and/or the Police.</li> <li>• Assist in responding to OIA's received into the Prime Minister's office.</li> <li>• Exercise exemplary judgement to ensure that replies drafted for the Prime Minister's signature, or signed on their behalf, are technically correct and sensitive to the issue raised.</li> <li>• Process replies using the correct format/templates.</li> <li>• Assist in managing the transfer of correspondence to other Ministerial offices.</li> <li>• Ensure all correspondence is tracked and recorded in the record management system, ensuring records are easily retrievable.</li> <li>• Liaise/seek advice from staff in the Prime Minister's office, ministerial offices and the Department of Prime Minister and Cabinet on matters raised in correspondence that need input/ escalation/ actioning.</li> <li>• Due to the varied topics of correspondence coming into the office, you need to have a full understanding of the Government's portfolios, policies, themes, key messages and tone to accurately convey to correspondents.</li> <li>• Be clear on the Government's portfolios, policies, themes, key messages and tone to accurately convey to correspondents.</li> <li>• Bring any particular/unusual/ special communications to the attention of the Correspondence and Records Manager particular communications.</li> </ul> <p>Identify improvements in office/Correspondence Unit processes and implement, following consultation with the Correspondence and Records Manager and team members.</p> <ul style="list-style-type: none"> <li>• Positively promote effective communications between the Prime Minister's office, other</li> </ul>	<ul style="list-style-type: none"> <li>• An efficient, high quality response system in place for the Prime Minister's correspondence.</li> <li>• High quality responses produced on behalf of the Prime Minister.</li> <li>• Appropriate correspondence standards being met.</li> <li>• All Ministerial Offices receive transferred correspondence promptly.</li> <li>• Correspondence is tracked accurately and responded to promptly. Permanent correspondence records are filed appropriately.</li> <li>• Good liaison over matters raised in correspondence.</li> <li>• Communications that are raised are dealt with quickly and effectively.</li> <li>• Ongoing process and system improvements.</li> <li>• Write in a tone that connects with the reader.</li> </ul>

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<p>ministerial and electorate offices, portfolio departments, and Crown entities, fostering a high level of collaboration and goodwill.</p>	
<p><b>Support Services</b></p> <ul style="list-style-type: none"> <li>• Work with members of the Prime Minister’s Office in the provision of support services to the Prime Minister, their Senior Private Secretary and other senior members of the Prime Minister’s office as required.</li> <li>• Assist where necessary with administrative duties such as logging of correspondence.</li> <li>• Assist in logging and scanning of all incoming and outgoing correspondence into the records management system.</li> <li>• When required be able to act up for the Correspondence and Records Manager</li> <li>• Maintain office systems and procedures which promote efficient/effective functioning of the Correspondence and Records Unit in the Prime Minister’s office.</li> </ul>	<ul style="list-style-type: none"> <li>• An efficiently run Prime Minister’s office where staff collaborate to achieve outcomes.</li> </ul>
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Be sensitive to and knowledgeable of the public relations, publicity and information implications of any proposals, developments or initiatives affecting the Government.</li> <li>• Ensure relationships are developed and maintained with key stakeholders both internally and externally.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure institutional knowledge is developed and maintained.</li> <li>• Effective teamwork within the Prime Minister’s office and between other ministerial offices and key stakeholders.</li> </ul>
<p><b>Risk</b></p> <ul style="list-style-type: none"> <li>• Immediately report any identified areas of business or administrative risk, actual or perceived, to the Correspondence and Records Manager.</li> <li>• As directed work on the resolving problems and managing issues within areas of responsibility.</li> <li>• Operate on a “no surprises” basis so that any key risks are alerted to the Prime Minister and key people within the office.</li> </ul>	<ul style="list-style-type: none"> <li>• The Correspondence and Records Manager is aware of any identified risks as they arise.</li> <li>• Improvement of current risk management issues.</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>• 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	Prime Minister				✓		✓
	Chief of Staff				✓		✓
	Correspondence and Records Manager		✓		✓		✓
	Senior Private Secretary		✓		✓		✓
	Prime Minister's Office staff		✓		✓		✓
	Ministerial Office Staff	✓	✓		✓		✓
	Other Minister's staff/ Coalition Partner and support party offices				✓		
	Whip's office				✓		
	Clerk's Office				✓		
	Members of Parliament				✓		✓
	Cabinet Office staff				✓		✓
	Ministerial Resourcing Team				✓		
External	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>• Proven experience in providing efficient and effective administration, and secretariat services.</li> <li>• Experience using records management applications and with electronic and paper based records and systems</li> <li>• Awareness of the political environment.</li> <li>• A tertiary qualification in a related discipline or relevant experience is desirable.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Advanced skills in Microsoft Office Suite</li> <li>• Sound written communication skills with accurate spelling and use of grammar.</li> <li>• Ability to pick up new software packages quickly and competently.</li> <li>• Ability to work well as a team player and collaboratively across teams.</li> <li>• Well-developed relationship management and interpersonal skills.</li> <li>• Proven ability to maintain confidentiality and use discretion. Possesses sound judgement and tact in dealing with sensitive issues.</li> <li>• Effective planning and co-ordination skills, with the ability to meet tight deadline and multi-task.</li> <li>• Ability to work independently or as part of a team and prioritise workload.</li> <li>• Strong attention to detail and an ability to take responsibility for completing tasks set.</li> <li>• Ability to write in the voice of the Prime Minister.</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> <li>• The ability to obtain and retain the necessary National Security Clearance.</li> </ul>

Released under the Official Information Act 1982



# Job description

Haere mai

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

## Executive Assistant to the Prime Minister or Chief of Staff (PM)

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

The Executive Assistant to the Prime Minister or Chief of Staff (to the Prime Minister) has responsibility for the overall management of the administrative functions of the Prime Minister's or Chief of Staff's Office. This is an events-based position based on a 3-year parliamentary term.

- **Reporting to:** Senior Private Secretary/ Chief of Staff for office management & Portfolio Manager for administrative purposes
- **Location:** Wellington (Parliament)
- **Salary range:** Business Support G EAPM

### What we do matters – our purpose

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### How we do things around here – our principles



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The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community, 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>Office Management</b></p> <ul style="list-style-type: none"> <li>• Manage key responsibilities relating to office management and administration.</li> <li>• Effectively manage the Prime Minister's or Chief of Staff's time to ensure priorities are met.</li> <li>• Monitor the Prime Minister's diary to identify meetings and events where the Chief of Staff's presence may be required.</li> <li>• Compile briefing material and papers to support the Prime Minister or Chief of Staff and Senior Staff.</li> <li>• Arrange a variety of functions as required by the Prime Minister and the Chief of Staff.</li> <li>• Manage, coordinate or oversee the preparation of the Prime Minister's or Chief of Staff's domestic and international travel arrangements.</li> <li>• Adhere to the office's standard practices, protocols and procedures.</li> <li>• Provide high quality service to all clients, officials, visitors and constituents (PM's) who have contact with the Prime Minister's or Chief of Staff's office.</li> <li>• Maintain office databases as appropriate.</li> <li>• Contribute to work planning and recommend a range of options for consideration by the Prime Minister and the Chief of Staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Key office management and administrative responsibilities effectively managed.</li> <li>• Effective management of the Prime Minister's or Chief of Staff's time, workflows and competing priorities.</li> <li>• The Prime Minister's or Chief of Staff's diary managed to ensure they attend all meetings and events with the Prime Minister as required.</li> <li>• Appropriate functions arranged as required.</li> <li>• All travel arrangements arranged in an appropriate timeframe for the Prime Minister or Chief of Staff.</li> <li>• Consistently high standards of office practices, abiding by all relevant protocols and procedures.</li> <li>• All stakeholders are satisfied with the service provided by the Prime Minister's and Chief of Staff's office.</li> </ul>
<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Build capability within the office by sharing knowledge with staff of processes and key responsibilities relating to diary and administration procedures.</li> <li>• Ensure colleagues 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 Prime Minister and the Chief of Staff.</li> <li>• Contribute to a supportive culture based on respected, collaboration and teamwork.</li> <li>• Provide guidance and support during times of significant office change i.e. following a General Election or Cabinet reshuffle.</li> </ul>	<ul style="list-style-type: none"> <li>• Colleagues develop their understanding of processes and responsibilities related to diary and administrative procedures.</li> <li>• Team members able to appropriately support the Prime Minister and the Chief of Staff.</li> <li>• The Prime Minister's and Chief of Staff's office has a supportive culture and working environment</li> <li>• Colleagues receive guidance and support when required.</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Verify all budget expenditure in accordance 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>◦ Ministerial Intranet</li> <li>◦ Guidance from other support documentation</li> <li>◦ Guidance given by the Manager, Ministerial Resourcing.</li> </ul> </li> <li>• Support the administration of office budget to ensure all expenditure remains within allocations.</li> <li>• Responsible for office credit card purchases and reconciliations. Source and purchase gifts for Prime Minister's overseas trips and visiting VIPs.</li> <li>• Arrange overseas funds for staff travelling with the Prime Minister.</li> <li>• Manage, coordinate or oversee the preparation of the Prime Minister's or Chief of Staff's overseas travel arrangements and financial reconciliations in accordance with established policies and procedures.</li> <li>• Draft the budget for events/overseas travel and delegations attended by the Prime Minister or the Chief of Staff. Provide input and contribute to forward planning and drafting of appropriate Cabinet papers.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate expenditure consistent with legislative and department requirements.</li> <li>• Responsible use of office credit cards.</li> <li>• Appropriate gifts sourced and purchased on behalf of the Prime Minister.</li> <li>• Prime Ministerial staff receive appropriate funding for international travel.</li> <li>• Prime Minister's or Chief of Staff's overseas travel expenditure reconciled in accordance appropriate guidelines.</li> </ul>
<p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>• Identify potential risks/issues as they arise and ensure the Prime Minister or the Chief of Staff have the right papers and information so those risks/issues are mitigated.</li> <li>• Identify potential areas of risk and develop risk mitigation strategies in consultation with the Prime Minister or Chief of Staff and senior office staff.</li> <li>• Understand and actively work with the Prime Minister or Chief of Staff to manage any administrative or political risks.</li> <li>• Ensure the Prime Minister or the Chief of Staff stays within their approved delegations, highlighting and potential risk areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Risk mitigation strategies developed and implemented to assist the Prime Minister or Chief of Staff in promptly dealing with any administrative or political risks that arise.</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 office of the Prime Minister or Chief of Staff and ministerial and out-of-Parliament Offices, portfolio departments, Crown entities as well as other offices/servicing units within the Parliamentary precincts, 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 Prime Minister or Chief of Staff.</li> <li>• Present to the Prime Minister or Chief of Staff all reports, and provide assistance and support to the Prime Minister or Chief of Staff at briefings, meetings, conferences and other events as required.</li> <li>• Regular liaison and coordination with Senior Private Secretaries and back bench offices as required by Prime Minister or Chief of Staff.</li> <li>• Maintain close working relationships with the Senior Advisors, the Prime Minister’s out-of-Parliament office, and key stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Effective communication channels established between the Prime Minister or Chief of Staff and other relevant Government entities.</li> <li>• The Prime Minister or Chief of Staff receives and distributes information with ease as needed.</li> <li>• The Prime Minister or Chief of Staff receives all required reports promptly.</li> <li>• Assistance provided for the Prime Minister or Chief of Staff at events/meetings when required.</li> <li>• Excellent relationships maintained with key parties such as the Prime Minister’s out-of-Parliament office and stakeholders.</li> <li>• Office and portfolio issues responded to through collaboration with the Senior Advisors.</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 formulated and implemented.</li> </ul>

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Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Prime Minister	✓	✓	✓	✓		✓
	Chief of Staff	✓	✓	✓	✓		✓
	Prime Minister's Office Staff	✓	✓	✓	✓		✓
	Ministerial Office Staff	✓	✓	✓	✓		
	Staff in other Minister's Offices/Coalition Partner and Support Party Offices		✓	✓	✓		
	Whips' Office		✓		✓		
	Clerk's Office		✓		✓		
	Members of Parliament	✓	✓	✓	✓		
	Cabinet Office Staff	✓	✓	✓	✓		
	Ministerial Resourcing Team		✓		✓		✓
	Out-of-Parliament Office Staff		✓		✓		
	Visits and Ceremonial Office Staff		✓		✓		
	VIP Transport Staff				✓		
	House Manager of Premier House		✓		✓		
External	Chief of Staff's spouse/partner & family				✓		
	Staff of Portfolio Departments, Ministries and State Owned Enterprises	✓	✓	✓	✓		
	Prime Minister's constituents				✓		
	Party Officials		✓		✓		
	Sector interest groups	✓			✓		
	Diplomatic Protection Squad				✓		
	Travel Agency-for overseas travel				✓		

Your delegations	
Human Resources and financial delegations	Nil
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> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <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>• A tertiary qualification in a relevant business discipline or equivalent experience.</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Extensive knowledge of the workings of</li> </ul>

Your success profile for this role	What you will bring specifically
<ul style="list-style-type: none"><li>Functional and technical skills</li></ul>	<p>Government.</p> <p><b>Skills:</b></p> <ul style="list-style-type: none"><li>Highly developed interpersonal skills with a demonstrated ability to relate to and gain the confidence of the Prime Minister, Chief of Staff and diverse stakeholders.</li><li>Ability to adapt quickly to competing and ever changing prioritise.</li></ul> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"><li>Must be able to obtain and maintain a National Security Clearance (Minimum of CONFIDENTIAL). 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 hours.</li><li>Drive a departmental vehicle, rented vehicle or private vehicle while on departmental business. A current driver license is essential in these circumstances.</li></ul>

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# Job description

Haere mai

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

## Lead Advisor (Correspondence Unit)

Office of the Prime Minister

Ministerial Services and Secretariat Support, Information and Knowledge Services

The purpose of this role is to assist in the delivery and operations of the Prime Minister's Correspondence Unit, ensuring that all correspondence, e-mails and any other communications are responded to, to a high standard and within agreed timeframes.

This role is responsible for ensuring there are processes and systems in place to support the correspondence team. This is an events-based position based on a 3 year Parliamentary term.

- **Reporting to:** Correspondence and Records Manager and Senior Private Secretary
- **Location:** Wellington
- **Salary range:** Corporate, band 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



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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.

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.

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## 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>Correspondence and Communication</b></p> <ul style="list-style-type: none"> <li>• Draft high-quality responses for the Prime Minister to approve and sign out; to both general enquiries and specific policy questions raised in correspondence by involving relevant stakeholders in a timely manner.</li> <li>• Provide advice and peer review responses before letters are ready for the Prime Minister to approve and sign out.</li> <li>• Ensure responses are drafted in the tone and communication style of the Prime Minister.</li> <li>• Provide support to the Correspondence and Records Manager in determining if any correspondence needs escalating to stakeholders i.e. Security, Police and any other relevant internal/external stakeholders.</li> <li>• Exercise exemplary judgement to ensure that replies drafted for the Prime Minister’s signature, or signed on their behalf, are technically correct and sensitive to the issue raised.</li> <li>• Draft/peer review official correspondence responses to ensure responses are fit for purpose and accurately reflect portfolios.</li> <li>• Liaise and seek advice from staff and/or relevant stakeholders on matters raised in correspondence that need input/ escalation/ actioning.</li> <li>• Bring any particular/unusual/ special communications to the attention of the Correspondence and Records Manager in a timely manner.</li> <li>• Continuously identify process improvements managing correspondence within the Prime Minister’s office and other ministerial offices.</li> </ul>	<ul style="list-style-type: none"> <li>• High quality responses produced on behalf of the Prime Minister.</li> <li>• Appropriate correspondence standards being met.</li> <li>• All Ministerial Offices receive transferred correspondence promptly.</li> <li>• Correspondence is tracked accurately and responded to promptly. Permanent correspondence records are filed appropriately.</li> <li>• Good liaison over matters raised in correspondence.</li> <li>• Communications that are raised are dealt with quickly and effectively.</li> <li>• Ongoing process and system improvements.</li> </ul>
<p><b>Support Services</b></p> <ul style="list-style-type: none"> <li>• Coach and develop communication skills across the Correspondence unit.</li> <li>• Support the Correspondence and Records Manager in identifying any communication training needs across Ministerial Offices.</li> <li>• Develop and maintain training material for systems and processes for incoming and outgoing Correspondence and Records.</li> <li>• Develop and maintain a style guide for use in the Correspondence and Records office and other Ministerial offices.</li> </ul>	<ul style="list-style-type: none"> <li>• An efficiently run Prime Minister’s office where staff collaborate to achieve outcomes.</li> <li>• Collaboration with other Prime Ministerial staff when required</li> <li>• Training guides/Style guides and desk files are kept up to date and the team know what they are responsible for.</li> </ul>

- May be required to act up for the Correspondence and Records Manager from time to time.
- Develop and maintain office systems and procedures which promote efficient/effective functioning of the Prime Minister's office
- Develop and maintain all templates used in the Correspondence and Records Office and provide to Ministerial offices as required.
- Provide 1:1 training to all new staff, and to existing staff on any changes in processes.
- Assist where necessary with administrative duties such as logging of correspondence.
- Assist in logging and scanning of all incoming and outgoing correspondence into the records management system when surge support is required.
- Maintain office systems and procedures which promote efficient/effective functioning of the Correspondence and Records Unit in the Prime Minister's office.

#### Relationship Management

- Be sensitive to and knowledgeable of the public relations, publicity and information implications of any proposals, developments or initiatives affecting the Government.
- Work collaboratively and promote effective communications between the Prime Minister's office, other ministerial and electorate offices, portfolio departments, Portfolio Private Secretaries and Crown entities, fostering a high level of collaboration and goodwill.
- Develop and maintain effective working relationships with staff in the Prime Minister's office, ministerial offices and the Department of Prime Minister and Cabinet.
- Ensure relationships are developed and maintained with key stakeholders both internally and externally.

- Ensure institutional knowledge is developed and maintained.
- Effective teamwork within the Prime Minister's office and between other ministerial offices and key stakeholders.

#### Risk Management

- Immediately report any identified areas of business or administrative risk, actual or perceived, to the Correspondence and Records Manager.
- Lead work on any issues identified consulting with others to resolve the issue.
- Operate on a "no surprises" basis so that any key risks are alerted to the Prime Minister and key people within the office.

- The Correspondence and Records Manager is aware of any identified risks as they arise.
- Improvement of current risk management issues.

<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>• 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>
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Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/ lead	Deliver to
Internal	Prime Minister				✓		✓
	Chief of Staff				✓		✓
	Correspondence and Records Manager	✓	✓		✓		✓
	Senior Private Secretary		✓		✓		✓
	Prime Minister's Correspondence Unit staff	✓	✓		✓	✓	✓
	Ministerial Office Staff	✓	✓		✓		✓
	Other Minister's staff/support party offices				✓		
	Whip's office	✓	✓		✓		
	Clerk's Office				✓		
	Members of Parliament		✓		✓		✓
	Cabinet Office staff				✓		✓
Ministerial Resourcing Team				✓			
External	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	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>• Proven experience in providing efficient and effective communication advice, and secretariat services.</li> <li>• Management experience is desirable</li> <li>• A history of achievement in the delivery of high quality services.</li> <li>• Experience using records management applications and with electronic and paper-based records and systems</li> <li>• Awareness and understanding of the political environment.</li> <li>• Experience in developing and delivering training to staff</li> <li>• A tertiary qualification in Politics, International or Communications is desirable.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Advanced skills in Microsoft Office Suite</li> <li>• Sound written communication skills with accurate spelling and use of grammar.</li> <li>• Ability to pick up new software packages quickly and competently.</li> <li>• Sound judgement and tack in dealing with sensitive issues.</li> <li>• Proven ability to maintain confidentiality and use discretion. Possesses sound judgement and tack in dealing with sensitive issues.</li> <li>• Ability to work independently or as part of a team and prioritise workload.</li> <li>• Strong attention to detail and an ability to take responsibility for completing tasks set.</li> <li>• Ability to write in the voice of the Prime Minister.</li> </ul> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>• Be available for working outside normal working hours.</li> <li>• Must be able to obtain and retain the necessary National Security Clearance (NSC).</li> </ul>

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# Job description

## Haere mai

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

## Ministerial Advisor (Level 2)

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

You will be responsible for providing general and political advice to the Minister on their portfolio(s) and parliamentary responsibilities that are consistent with the objectives of the Government. You will develop effective relationships with Caucus, coalition and support parties in order to facilitate progress of policy and legislation within the Minister's portfolio responsibilities. 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 I

### 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.

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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 high quality independent 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 effectively with internal and external experts in relation to the Minister's portfolio(s) so that the accurate 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, Press Secretary and the Department; prepare responses and supplementary questions; ensure 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 able to confidently answer questions in Parliament.</li> </ul>
<p><b>Strategic Planning</b></p> <ul style="list-style-type: none"> <li>• Provide input into the Government's strategic planning.</li> </ul>	<ul style="list-style-type: none"> <li>• The best interests of the portfolio taken into account in the Government's strategic planning.</li> </ul>
<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Advise, guide and mentor appropriate Associate Ministers' and Parliamentary Under-Secretaries' staff in relation to the Minister's portfolio(s).</li> <li>• Build capability within the office by sharing knowledge with staff.</li> <li>• Promote a culture of high performance and excellence.</li> <li>• Be a positive role model and act as a positive and inspiring advocate in relation to the completion of work assignments.</li> </ul>	<ul style="list-style-type: none"> <li>• Colleagues receive necessary guidance and mentoring as required, and view you as a positive role model.</li> <li>• Staff continue to learn and develop through knowledge sharing.</li> <li>• A culture of high performance and excellence demonstrated across the Ministerial office.</li> </ul>

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> <li>Provide guidance and support during times of significant office change, for example, following a General Election or Cabinet reshuffle, to ensure the welfare of staff.</li> </ul>	<ul style="list-style-type: none"> <li>The Minister's office is well-managed and staff welfare is maintained through periods of change. Staff are supported, keeping disruption to a minimum.</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 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 Advisors' meeting.</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 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>Actively contribute and collaborate with colleagues.</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 in accordance with advice from the Prime Minister's office</li> <li>Consult with the Prime Minister's office on the implementation of portfolio work programme.</li> <li>Consult with and advise Portfolio Private Secretaries, Senior Private Secretary, Press Secretary and other office staff on the implementation of portfolio work programme.</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>	<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 team.</li> <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 work programmes.</li> </ul>

What you will do to contribute	As a result we will see
<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 kept aware of potential risks ahead of time.</li> <li>Potential risks are dealt with early using risk mitigation strategies.</li> <li>The Minister is aware of potential political risks ahead of time.</li> </ul>
<p><b>Communication</b></p> <ul style="list-style-type: none"> <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>Work Programme</b></p> <ul style="list-style-type: none"> <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> </ul>	<ul style="list-style-type: none"> <li>The Minister is aware of their House responsibilities and obligations.</li> <li>Contribution to the Minister's work planning.</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>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Ministers	✓			✓		✓
	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 Managers		✓		✓		✓
	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	Nil
Direct reports	Nil

### Your success profile for this role

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](#).

#### Keys to Success:

- Customer Focus
- Continuous improvement
- Teamwork and peer relationships
- Action oriented
- Self-development and learning
- Functional and technical skills

### What you will bring specifically

#### Experience:

- A tertiary degree in a relevant discipline or equivalent experience.
- Experience in the successful mentoring of staff is desirable.

#### Knowledge:

- Extensive knowledge of the machinery of Government.

#### Skills:

- Highly developed interpersonal skills with a demonstrated ability to relate to and gain the confidence of the Minister and diverse stakeholders.
- Demonstrated ability to analyse,

Your success profile for this role	What you will bring specifically
	<p>understand and convey complex information in a simplified form.</p> <ul style="list-style-type: none"><li>• Demonstrated ability to think strategically and identify risk in the development of Government policies.</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 tact 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>

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# Job description

## Haere mai

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

## Press Secretary – Level 1

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

You will be responsible for ensuring, under guidance if required, that all media communications from the Minister's office are consistent with the agreed priorities and messages of the Government. You will have a strong grasp and understanding of the issues impacting on the Minister, 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:** Corporate H

### 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.

What you will do to contribute	As a result we will see
<p><b>Press</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> <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> </ul>	<ul style="list-style-type: none"> <li>The Minister's objectives are conveyed coherently and consistently across various forms of media.</li> <li>The Minister is 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>Publicly sensitive information is handled with caution.</li> </ul>
<p><b>Communication</b></p> <ul style="list-style-type: none"> <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> <li>Provide assistance and support to the Minister at briefings, meetings, conferences and other events as required.</li> <li>Assist in the management of oral questions in liaison</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> <li>The Minister is sufficiently supported at all events.</li> <li>Collaboration with others to manage oral questions.</li> </ul>

What you will do to contribute	As a result we will see
with the Senior Private Secretary, Ministerial Advisor and portfolio department.	
<p><b>Strategic Planning &amp; Work Programme</b></p> <ul style="list-style-type: none"> <li>Develop communication strategies in conjunction with the Prime Minister's office.</li> <li>Maintain an intimate knowledge of the Minister's House activity, legislative programme, diary, leave and travel commitments.</li> </ul>	<ul style="list-style-type: none"> <li>Accountability for the successful implementation of communication strategies with the Prime Minister's office.</li> <li>Collaborative and effective communications strategies.</li> <li>Work programme is appropriately planned around the Minister's schedule.</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.</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. Appropriate releases can be accessed at a later date.</li> <li>Media releases filed and accessible.</li> <li>Speeches and releases accessible online promptly after release.</li> </ul>
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <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 Press Secretary 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> <li>Maintain continuing and effective liaison with the Chief Press Secretary to ensure effort is co-ordinated between all staff that have responsibility for media communications.</li> </ul>	<ul style="list-style-type: none"> <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 Press Secretary 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> <li>Prompt and productive liaison with the Chief Press Secretary ensures an appropriately co-ordinated effort across all media communications staff.</li> </ul>



What you will do to contribute	As a result we will see
<p><b>Risk</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>Potential risks are dealt with early using risk mitigation strategies.</li> <li>The Minister is aware of potential risks ahead of time. The Prime Minister’s office is promptly informed of risks as they emerge.</li> </ul>
<p><b>Staff Support</b></p> <ul style="list-style-type: none"> <li>Oversee the work of, and work closely with, appropriate Associate Minister’s and Parliamentary Under-Secretary’s staff in relation to the Minister’s portfolio(s).</li> <li>Build capability within the office by sharing knowledge with staff.</li> <li>Provide guidance and support during times of significant office change, for example, following a General Election or Cabinet reshuffle, to ensure the welfare of colleagues.</li> </ul>	<ul style="list-style-type: none"> <li>Staff continue to learn and develop through knowledge sharing.</li> <li>The Minister’s office is well-managed and staff welfare is maintained through periods of change. Staff are supported, keeping disruption to a minimum.</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>

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Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/ lead	Deliver to
Internal	Minister	✓	✓	✓	✓		✓
	Chief of Staff		✓		✓		✓
	Chief Press Secretary		✓		✓		✓
	Senior Press Secretary				✓		✓
	Prime Minister's Office Ministerial Office staff		✓		✓		✓
	Staff in other Ministers' offices/Coalition Partner and support party offices		✓	✓	✓		✓
	Whips' office				✓		
	Office of the Clerk				✓		
	Members of Parliament				✓		
	Cabinet Office staff				✓		
	Ministerial Services Portfolio Managers		✓		✓		✓
	Ministerial Services		✓		✓		✓
	External	Staff of portfolio departments, ministries and State-Owned Enterprises		✓	✓	✓	
Press gallery				✓	✓		✓
Members of the public					✓		✓
Minister's constituents					✓		✓
Party officials			✓		✓		✓
Sector interest groups			✓	✓	✓		✓

Your delegations	
Human Resources and financial delegations	Nil
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 <u>Specialist</u>.</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>Experience:</b></p> <ul style="list-style-type: none"> <li>• A tertiary level qualification in a relevant discipline or equivalent relevant experience.</li> <li>• Experience in effectively managing a wide range of relationships.</li> <li>• A history of achievement in the delivery of high quality media/communication services.</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Extensive knowledge of the machinery of Government.</li> <li>• Strong knowledge of IT systems and research facilities.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Strong journalist skills together with excellent written language skills.</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>• Well-developed communication skills including the ability to persuade, influence and gather information 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 in the development of Government policies.</li> </ul> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>• Must be able to obtain and maintain a National Security Clearance (minimum of CONFIDENTIAL). Some roles will require SECRET or TOP SECRET security clearance.</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>

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# Job description

## Haere mai

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

## Press Secretary – Level 2

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

You will be responsible for ensuring that all media communications from the Minister's office are consistent with the agreed priorities and messages of the Government. You will have a very strong grasp and understanding of the issues impacting on the Minister, 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:** Corporate I

### 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.

What you will do to contribute	As a result we will see
<p><b>Press</b></p> <ul style="list-style-type: none"> <li>Clearly convey the Minister’s publicity objectives through the preparation of appropriate speech notes, media releases, articles, interviews, social media, media briefings or background information.</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> <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>Prepare material in line with the Government’s communications strategy as well as the approval of the Minister.</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 is 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.</li> <li>Publicly sensitive information is handled with caution.</li> </ul>
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>Positively promote effective communications between the Minister, the ministerial and electorate offices, portfolio departments, and Crown entities, 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>Provide assistance and support to the Minister at briefings, meetings, conferences and other events as required.</li> <li>Assist in the management of oral questions in liaison with the Senior Private Secretary, Ministerial Advisor and portfolio department.</li> <li>Promptly present to the Minister all departmental</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> <li>The Minister is sufficiently supported at all events.</li> <li>Collaboration with others to manage oral questions.</li> </ul>

What you will do to contribute	As a result we will see
<p>and agency reports, submissions, briefings, correspondence, oral, email, and social media messages that require appropriate action or direction.</p>	
<p><b>Strategic Planning &amp; Work Programme</b></p> <ul style="list-style-type: none"> <li>• Develop communication strategies in conjunction with the Prime Minister's office.</li> <li>• Maintain an intimate knowledge of the Minister's House activity, legislative programme, diary, leave and travel commitments.</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability for the successful implementation of communication strategies with the Prime Minister's office.</li> <li>• Collaborative and effective communications strategies.</li> <li>• Work programme is appropriately planned around the Minister's schedule.</li> </ul>
<p><b>Information Management</b></p> <ul style="list-style-type: none"> <li>• Keep the Minister aware of the extent and nature of their media coverage; particularly radio and television news.</li> <li>• Keep appropriate files of media releases, news clippings, scripts and articles.</li> <li>• Post the Minister's speeches and media releases on the Beehive website in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>• The Minister aware of the level and nature of their publicity in the media.</li> <li>• Media releases are filed and can be accessed at a later date.</li> <li>• Speeches and releases accessible online promptly after release.</li> </ul>
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <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 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> <li>• Maintain continuing and effective liaison with the Prime Minister's Chief Press Secretary to ensure effort is co-ordinated between all staff responsible for media communications.</li> </ul>	<ul style="list-style-type: none"> <li>• The Minister is able to access to 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 Press Secretary 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> <li>• Prompt and productive liaison with the Prime Minister's Chief Press Secretary ensures an appropriately co-ordinated effort across all media communications staff.</li> </ul>
<p><b>Risk</b></p> <ul style="list-style-type: none"> <li>• Identify potential areas of risk and develop risk mitigation strategies, in consultation with the</li> </ul>	<ul style="list-style-type: none"> <li>• Potential risks are dealt with early using risk mitigation strategies.</li> <li>• The Minister is aware of potential</li> </ul>

What you will do to contribute	As a result we will see
<p>Minister and senior office staff.</p> <ul style="list-style-type: none"> <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>	<p>risks ahead of time. The Prime Minister’s Office is promptly informed of risks as they emerge.</p>
<p><b>Guidance and Support</b></p> <ul style="list-style-type: none"> <li>Build the capability of other staff by providing development opportunities if applicable.</li> <li>Ensure that new staff quickly acquire on-site knowledge needed to support the Minister.</li> <li>Oversee the work of, and work closely with, appropriate staff of Associate Ministers and Parliamentary Under-Secretaries in relation to the Minister’s portfolio(s).</li> <li>Build capability within the office by sharing knowledge with staff.</li> <li>Provide guidance and support during times of significant office change, for example, following a general election or Cabinet reshuffle, to ensure the welfare of staff.</li> </ul>	<ul style="list-style-type: none"> <li>Staff become more efficient and effective in their work through increased knowledge and understanding.</li> <li>New staff are inducted into the office environment and are promptly able to support the Minister.</li> <li>Staff continue to learn and develop through knowledge sharing.</li> <li>The Minister’s office managed and staff welfare maintained through periods of change. Staff verbally supported, keeping disruption to a minimum.</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>

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Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Minister	✓	✓	✓	✓		✓
	Chief of Staff		✓		✓		✓
	Chief Press Secretary		✓		✓		✓
	Senior Press Secretary		✓		✓		✓
	Prime Minister's Office Ministerial office staff		✓		✓		✓
	Staff in other Ministers' offices/coalition partner and support party offices		✓	✓	✓		✓
	Whips' office				✓		
	Office of the Clerk				✓		
	Members of Parliament				✓		
	Cabinet Office staff				✓		
	Ministerial Services Portfolio Managers		✓		✓		✓
	Ministerial Services		✓		✓		✓
External	Staff of portfolio departments, ministries and State-Owned Enterprises		✓	✓	✓		
	Press gallery			✓	✓		✓
	Members of the public				✓		✓
	Minister's constituents				✓		✓
	Party officials		✓		✓		✓
	Sector interest groups		✓	✓	✓		✓

### Your delegations

Human Resources and financial delegations	Nil
Direct reports	Nil

### Your success profile for this role

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.

#### Keys to Success:

- Problem solving
- Critical thinking
- Interpersonal savvy
- Navigating complexity
- Communicating with influence
- Technical and specialist learning

### What you will bring specifically

#### Experience:

- A tertiary level qualification in a relevant discipline or equivalent relevant experience.
- Experience in effectively managing a wide range of relationships.
- A history of achievement in the delivery of high quality media/communication services.

#### Knowledge:

- Extensive knowledge of the machinery of Government.
- Strong knowledge of IT systems and



Your success profile for this role	What you will bring specifically
	<p>research facilities.</p> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Strong journalist skills together with excellent written language skills.</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>• Well-developed communication skills including the ability to persuade, influence and gather information 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 in the development of Government policies.</li> <li>• Experience in the successful mentoring of staff is desirable.</li> </ul> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>• Must be able to obtain and maintain a National Security Clearance (minimum of CONFIDENTIAL). Some roles will require SECRET or TOP SECRET security clearance.</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>

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# 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 (Administration)

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

You will be responsible for delivering a wide range of support services to the Minister and Ministerial Office. 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 F

### 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.

What you will do to contribute	As a result we will see
<p><b>Reception (if applicable)</b></p> <ul style="list-style-type: none"> <li>Greet and receive visitors, answer telephones and provide reception services using initiative and experience to read situations.</li> <li>Provide high quality service to all visitors, members, officials, and constituents who have contact with the Minister's office.</li> </ul>	<ul style="list-style-type: none"> <li>An efficient, effective and professional reception service provided.</li> <li>Visitors and callers to the office are dealt with appropriately and professionally.</li> </ul>
<p><b>Administration/Secretarial</b></p> <ul style="list-style-type: none"> <li>Liaise with Senior Private Secretary to assist with the Minister's diary, including: scheduling meetings, travel bookings, international travel planning and preparation, accommodation, house roster replacements and leave applications.</li> <li>Provide back up for the Minister and other staff within the office by attending to immediate issues in staff absence.</li> <li>Provide word processing services for the Minister and staff including Cabinet and legislative papers; general correspondence; transcribing, press releases and speeches etc. Prepare mail outs using mail merge.</li> <li>Acknowledge, log and distribute correspondence ensuring the timely flow of papers within the Minister's Office.</li> <li>Draft general correspondence for the Minister and other Ministerial staff as required, using judgement and initiative, ensuring that it meets Government policy and that the requirements of the Cabinet Manual, Ministerial Office Handbook and Legislative and House Proceedings Handbook are met.</li> <li>Manage the Ministerial Office e-mail inbox and tracking system for Ministerial and Official information requests.</li> <li>Create, update and maintain databases and office filing systems to ensure information is filed logically and is able to be accessed promptly.</li> <li>Provide administration support to the Senior Private Secretary. This may include checking and reconciling invoices and other processes required to meet DIA requirements.</li> <li>Identify improvements in office processes and implement, following consultation with Senior Private Secretary and team members.</li> <li>Arrange Ministerial functions, process Ministerial</li> </ul>	<ul style="list-style-type: none"> <li>Well managed, easy to use and up to date office databases, filing and bring-up system, which provides immediate access and recovery of all documents including oral and written questions.</li> <li>Exemplary word processing and administration services provided to the Minister and office staff.</li> <li>Efficient office/administrative systems are in place, well organised and reviewed.</li> <li>Correspondence is promptly acknowledged and distributed to the appropriate channels.</li> <li>Correspondence is drafted as required and meets policy and legislative requirements.</li> <li>The reception area and the Minister's Office is tidy and welcoming.</li> <li>The movement of all documents (internal/external) reaches the correct recipient in a timely manner.</li> <li>Appropriate functions are arranged as required; all travel arrangements are arranged in an appropriate timeframe.</li> </ul>

What you will do to contribute	As a result we will see
<p>invitations including responses, diary, and travel accompanying documentation.</p> <ul style="list-style-type: none"> <li>• Photocopying, deliveries and collections throughout Parliament, action stationary requests/maintain supplies.</li> <li>• Maintain housekeeping of Minister's suite.</li> <li>• Provide support by assisting with media and/or advisory work as directed by the Senior Private Secretary.</li> </ul>	
<p><b>Electorate Duties</b></p> <ul style="list-style-type: none"> <li>• Liaise with electorate staff on correspondence, appointments, clinics etc. Keep Minister regularly informed of issues within his/her electorate.</li> <li>• Establish and maintain excellent working relationships with the Minister's Electorate office.</li> </ul>	<ul style="list-style-type: none"> <li>• A highly effective relationship with the electorate staff where liaison, diary movements, meetings and information flows freely between the Ministerial office and electorate office.</li> </ul>
<p><b>Risk</b></p> <ul style="list-style-type: none"> <li>• Alert the Senior Private Secretary to anything that you identify (actual or perceived) that may be a political, business or administrative risk to the Minister.</li> <li>• Understand and actively work with the Senior Private Secretary to manage any business or administrative risk.</li> </ul>	<ul style="list-style-type: none"> <li>• The Senior Private Secretary aware of any identified risks that may arise.</li> <li>• Improvement of current risk management issues within portfolios.</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 formulated and implemented.</li> </ul>

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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 Resourcing Team		✓		✓		✓
	Whip's Office; Clerk's Office; Cabinet Office;				✓		
	Ministerial Services Portfolio Managers		✓		✓		✓
	Ministerial Services		✓		✓		✓
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	Nil
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>• Proficiency with Microsoft programmes with the ability to pick up new software programmes.</li> <li>• A history of achievement in the provision of support to a team.</li> <li>• Experience in providing efficient and effective administration, secretarial and reception services is desirable.</li> <li>• A tertiary qualification in a related discipline or relevant experience is desirable.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Effective planning and co-ordination skills, with the ability to meet tight deadlines and adapt to competing and changing priorities.</li> <li>• Strong attention to detail and an ability to</li> </ul>

Your success profile for this role	What you will bring specifically
	<p>take responsibility for completing tasks set.</p> <ul style="list-style-type: none"> <li>• Well-developed relationship management and interpersonal skills.</li> <li>• Proven ability to maintain confidentiality and use discretion possesses sound judgement and tact in dealing with sensitive issues.</li> <li>• Ability to work well as a team player and collaboratively across teams.</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 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>• Drive a departmental vehicle, rented vehicle or private vehicle while on departmental business. A current driver licence is essential in these circumstances.</li> </ul>

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# 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

### What we do matters – our purpose

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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>	<ul style="list-style-type: none"> <li>team.</li> <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

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](#).

#### Keys to Success:

- Customer Focus
- Continuous improvement
- Teamwork and peer relationships
- Action oriented
- Self-development and learning
- Functional and technical skills

### What you will bring specifically

#### Experience:

- A tertiary degree in a relevant discipline or equivalent experience.
- Experience in effectively managing a wide range of relationships.
- A history of achievement in the delivery of advisory/media/communication services.

#### Knowledge:

- Strong knowledge of the machinery of Government and Parliament.

#### Skills:

- Highly developed interpersonal skills with a

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 tact 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>

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# 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

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

What you will do to contribute	As a result we will see
<p><b>Legislative Programme</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• In consultation with agencies and advisors, monitor and review the production of legislation in accordance with the Government's annual legislation programme.</li> <li>• Co-ordinate with the Portfolio Private Secretary the passage of portfolio legislation through the House.</li> <li>• Ensure that the Minister is aware of the stage legislation is at, as well as required amendments.</li> </ul>	<ul style="list-style-type: none"> <li>• Effective co-ordination facilitates the prompt and smooth implementation of the legislative programme. The production of legislation aligns with the Government's legislation programme.</li> <li>• The Minister aware of the progress of legislation and required amendments.</li> </ul>
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Establish and maintain an excellent working relationships with the minister's Electorate Agent, Party Executive and relevant agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Institutional knowledge is developed and maintained, facilitating the smooth administration of the Minister's portfolio(s) responsibilities.</li> <li>• The Minister is advised of publicity issues, the Minister's publicity objectives are met as required.</li> </ul>
<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Provide high quality service to all clients, officials, visitors and constituents who have contact with the Minister's office.</li> <li>• Assist with answering telephones, preparation of presentations and other general administrative, secretarial support and related duties and request.</li> </ul>	<ul style="list-style-type: none"> <li>• Standard practise, Ministerial preferences, protocols and procedures are actively followed within the Minister's office.</li> <li>• High quality services and secretarial support carried out. Visitors have a productive experience within the Minister's office.</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>



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

Your success profile for this role	What you will bring specifically
	<p>identify risk in the development of Government policies.</p> <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>• Drive a departmental vehicle, rented vehicle or private vehicle while on departmental business. A current driver licence is essential in these circumstances.</li></ul>

Released under the Official Information Act 1982



# 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 (Media) – Minister Inside Cabinet

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

You will be responsible for ensuring, under the direction of the Minister's Press Secretary, that all media communications from the Minister's Office are consistent with the agreed priorities and messages of the Government. 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:** Corporate F

### 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



**Te Tari Taiwhenua**  
**Internal Affairs**

## 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.

What you will do to contribute	As a result we will see
<p><b>Media and Communication</b></p> <ul style="list-style-type: none"> <li>Be clear on the Minister’s publicity objectives and portfolios and, as directed, seek to achieve them through the preparation of appropriate media material.</li> <li>Maintain and develop the Minister’s online presence and information, including speeches and media releases.</li> <li>Produce and publish a range of electronic and print material for targeted audiences – including email newsletters, electorate, community and industry publications.</li> <li>As directed, develop and distribute press releases, speeches, and background information that are correct, consistent, complete, and timely, and reflect the Minister and the Government’s themes, messages and tone.</li> <li>Positively promote effective communications between the Minister, the ministerial and electorate offices, portfolio departments, Crown entities as well as other offices/servicing units within the Parliamentary complex, fostering a high level of collaboration and goodwill.</li> <li>As directed, and in liaison with the Press Secretary and senior staff, assist with coordinating responses to oral questions and the preparation of responses to supplementary questions – ensuring the Minister has the information required to respond.</li> <li>As directed, manage electorate issues including responding to relevant electoral correspondence, liaison with electoral staff over issues as required, maintaining electorate databases, and keeping the Minister regularly informed on issues within their electorate.</li> </ul>	<ul style="list-style-type: none"> <li>The Minister’s objectives are conveyed coherently and consistently across various forms of media.</li> <li>The Minister’s online presence is effectively maintained and developed with accurate and consistent information.</li> <li>Electronic and print materials are produced and distributed in a timely and efficient manner, aligning with the Minister’s publicity objectives and target audiences.</li> <li>Strong, positive communication channels with relevant Government entities operating with a culture of goodwill.</li> <li>The Minister is equipped with questions in preparation for Parliament question time. The Minister is able to confidently answer questions in Parliament.</li> <li>The Minister is sufficiently supported at ministerial events.</li> <li>Electorate issues are dealt with promptly, in consultation with senior staff. The Minister is kept up-to-date with media coverage and issues relevant to their electorate.</li> </ul>

Commented [RS1]: Is this appropriate?

Commented [AC2R1]: yup

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> <li>Provide assistance and support to the Minister at briefings, meetings, conferences and other events as required.</li> </ul>	
<p><b>Strategic Planning &amp; Work Programme</b></p> <ul style="list-style-type: none"> <li>Assist in planning and developing communication strategies in conjunction with the Press Secretary, Government Communications Unit and Press Secretary networks.</li> <li>Maintain an intimate knowledge of the Minister's House activity, legislative programme, diary, leave and travel commitments ensuring communication strategies meet the Minister's time frames and requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Collaborative and effective communications strategies are developed in consultation with the Press Secretary and colleagues.</li> <li>Work is appropriately planned around the Minister's schedule.</li> </ul>
<p><b>Information Management</b></p> <ul style="list-style-type: none"> <li>Monitor relevant media coverage and keep the Minister informed of developments through the Press Secretary. 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> <li>As directed, assist in the coordination of oral questions in liaison with the Press Secretary and senior staff; ensure Minister has supporting and other information required to respond.</li> <li>Establish, monitor and continually improve the flow of information and documents to and from the Minister.</li> <li>Collate and check the Minister's weekly media diary and other planning documents.</li> </ul>	<ul style="list-style-type: none"> <li>Communication with the Press Secretary ensures that the Minister is kept up-to-date with media coverage relevant to their portfolio(s). Accurate media records are maintained.</li> <li>Speeches and releases are accessible online promptly after release.</li> <li>Collaboration with others to coordinate responses to oral questions.</li> <li>The Minister is able to promptly receive and distribute information and documents with ease as needed.</li> <li>The Minister's diary and planning documents are collated and maintained accurately.</li> </ul>
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>Acquire and maintain a thorough knowledge of the Ministry, 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>Be sensitive to and knowledgeable of the public relations, publicity and information implications of any proposals, developments or initiatives affecting the Minister's portfolios and/or electorate and advise the Press Secretary as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Thorough knowledge of the Minister's portfolio/s is maintained, remain informed on the latest developments affecting the Minister and the portfolio/s.</li> <li>Publicly sensitive information is handled with caution.</li> <li>Effective relationships with media are maintained to contribute to achieving the Minister's publicity objectives. The Minister able to access the media when required.</li> </ul>

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> <li>As directed, maintain contact with media representatives and facilitate contact between the Minister and the media.</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>Effective teamwork within the Minister's office and between other ministerial offices and key stakeholders. Office staff remain informed and involved with each other's work.</li> </ul>
<ul style="list-style-type: none"> <li><b>Risk</b></li> <li>Identify potential areas of risk and develop risk mitigation strategies.</li> <li>Understand and actively work with the Press Secretary to manage any political risks.</li> <li>Operate on a "no surprises" basis so that any key risks are alerted to the Minister through the Press Secretary.</li> </ul>	<ul style="list-style-type: none"> <li>Potential risks are dealt with early using risk mitigation strategies.</li> <li>The Minister is aware of potential 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 and/or Press Secretary.</li> </ul>	<ul style="list-style-type: none"> <li>A high quality 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>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	Minister				✓		✓
	Press Secretary		✓		✓		✓
	Senior Private Secretary		✓		✓		✓
	Other staff in Minister's Office		✓		✓		✓
	Staff in other Ministers' offices, Coalition Partner and support party offices		✓		✓		
	Press Gallery		✓		✓		✓
	Minister's Electorate and regional staff		✓		✓		✓
	Ministerial Services Portfolio Managers		✓		✓		✓
	Ministerial Services						✓
External	Staff of Portfolio Departments, Ministries and State Owned Enterprises		✓		✓		
	Media journalists				✓		✓
	Electorate and regional media				✓		
	Members of the public				✓		
	Minister's constituents				✓		
	Party officials				✓		
	Sector interest groups				✓		

### Your delegations

Human Resources and financial delegations	Nil
Direct reports	Nil

### Your success profile for this role

<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>What you will bring specifically</b></p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• A history of achievement in the delivery of high quality media/communication services is preferable.</li> <li>• Experience in effectively managing a wide range of relationships.</li> <li>• A tertiary level qualification in a relevant discipline.</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Strong understanding of the machinery of Government and Parliament.</li> <li>• Strong knowledge of IT systems and research facilities</li> </ul>
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Your success profile for this role	What you will bring specifically
	<p><b>Skills:</b></p> <ul style="list-style-type: none"><li>• Strong journalist skills together with excellent written language skills</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>• Well-developed communication skills</li><li>• Ability to persuade, influence and gather information to obtain optimal outcomes</li><li>• Demonstrated ability to analyse, understand and convey complex information in a simplified form</li></ul> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"><li>• Must be able to obtain and maintain a National Security Clearance (minimum of CONFIDENTIAL). Some roles will require SECRET or TOP SECRET security clearance.</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>



# 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 Ministerial Advisor

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

You will support a senior Cabinet Minister holding a major portfolio(s). You will have significant, tested experience in political/portfolio/Government advisory work. You will be responsible for providing general and political advice to the Minister on their portfolio(s) and parliamentary responsibilities that are consistent with the objectives of the Government. You will develop and maintain effective relationships with Caucus, coalition and support parties in order to facilitate progress of policy and legislation within the Minister's portfolio responsibilities. This is an events-based position based on a 3-year parliamentary term.

- **Reporting to:** Senior Private Secretary and Portfolio Manger
- **Location:** Wellington (Parliament)
- **Salary range:** Policy J

### 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.

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 high quality independent 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 effectively with internal and external experts in relation to the Minister's portfolio(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 identifying potential political issues which may arise, and proactively liaising with the Prime Minister’s office, and provide political insight and signoff of written questions</li> <li>• Manage oral questions in liaison with the Portfolio Private Secretaries, Press Secretary and department; prepare responses and supplementary questions; ensure 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 well-informed and consulted as required.</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>Reporting, Strategic Planning &amp; Work Programme</b></p> <ul style="list-style-type: none"> <li>• Provide activity reports to the Chief of Staff on a regular basis.</li> <li>• Advise the Minister in relation to their portfolio responsibilities for the introduction of legislation.</li> <li>• Provide input into the government’s strategic planning.</li> <li>• Actively participate in the development of the Minister's work planning.</li> <li>• Ensure the Minister is appropriately briefed for all House responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate activity reports provided to the Chief of Staff regularly.</li> <li>• The best interests of the portfolio taken are into account in the Government’s strategic planning.</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Build capability within the office by sharing knowledge with staff.</li> <li>• Promote a culture of high performance and excellence.</li> <li>• Be a positive role model and act as a positive and inspiring advocate in relation to the completion of work assignments.</li> <li>• Provide guidance and support during times of significant office change, for example, following a General Election or Cabinet reshuffle, to ensure the welfare of staff.</li> <li>• Direct, lead and oversee the work of Ministerial Advisors and Portfolio Private Secretaries within the Minister's Office or Associate Minister's office in collaboration with the Senior Private Secretary.</li> <li>• Provide mentorship to new or junior Ministerial Advisors across the Parliamentary Precinct.</li> <li>• Allocate and monitor advisory work within the Ministers office while building staff capability by providing development opportunities and sharing knowledge with staff.</li> <li>• Ensure that staff quickly acquire on-site knowledge needed to support the Minister.</li> <li>• Assist the Chief of Staff (responsible for all Advisors) in training newly appointed Senior Advisors and Advisors.</li> <li>• Work closely with the Senior Private Secretary and other senior staff to ensure the smooth flow of work to the Minister and through the office.</li> <li>• Provide guidance and support during times of significant office change, for example, following a general election or Cabinet reshuffle, to ensure the welfare of staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Colleagues receive necessary guidance and mentoring as required, and view you as a positive role model.</li> <li>• Staff continue to learn and develop through knowledge sharing.</li> <li>• A culture of high performance and excellence demonstrated across the Ministerial office.</li> <li>• The Minister's office is well-managed and staff welfare is maintained through periods of change. Staff are supported, keeping disruption to a minimum.</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 Ministers' portfolios.</li> <li>• Attend meetings with officials, sector organisations,</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 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> </ul>

What you will do to contribute	As a result we will see
<p>and any other relevant meetings as required.</p> <ul style="list-style-type: none"> <li>Attend and play an active part in the weekly Advisors meeting.</li> <li>Gain the confidence of and become a confidant of the Chief of Staff in relation to his/her duties as team Manager/Leader of the Advisor group.</li> </ul>	<ul style="list-style-type: none"> <li>Actively contribute and collaborate with colleagues.</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.</li> <li>Consult with the Prime Minister's office on the implementation of portfolio work programme.</li> <li>Consult with and advise Portfolio Private Secretaries, Senior Private Secretary, Press Secretary and other office staff on the implementation of portfolio work programme.</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>	<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 team.</li> <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 work programme.</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 Prime Minister's Office.</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 kept aware of potential risks ahead of time.</li> <li>Potential risks are dealt with early using risk mitigation strategies.</li> <li>The Minister is aware of potential political risks ahead of time.</li> </ul>
<p><b>Communication</b></p> <ul style="list-style-type: none"> <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</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>

What you will do to contribute	As a result we will see
reports, submissions, briefings, correspondence, oral and email messages that require appropriate action or direction.	
<b>Health and safety (for self)</b> <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	Ministers	✓			✓		✓
	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 Managers		✓		✓		✓
	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	Nil
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</li> <li>• A history of achievement in the delivery of political/portfolio/Government advisory work</li> <li>• Demonstrated experience in the successful mentoring of staff is desirable</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Extensive knowledge of the machinery of Government</li> <li>• Specialist knowledge of the Minister's portfolio(s) is desirable</li> <li>• Demonstrated experience in the successful mentoring of staff is desirable</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Highly developed interpersonal skills with a demonstrated ability to relate to and gain the confidence of the Minister, Chief of Staff and diverse stakeholders</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 in the development of Government policies.</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 tuck 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>• Must be able to obtain and maintain a National Security Clearance (minimum of CONFIDENTIAL). 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</li> </ul>

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

Released under the Official Information Act 1982



# 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

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

The Senior Private Secretary will develop and maintain a high performing team who will provide exemplary support to their Minister. They have overall management responsibility for the ministerial office and staff. This role requires strong leadership and the ability to foster a positive culture within your office and across the Government. You will be responsible to 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 SPS In

### 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.

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 Services and the Department of Internal Affairs.</li> <li>• 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,</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 are utilising development opportunities.</li> <li>• Engagement action plans are developed and completed.</li> <li>• Regular culture and engagement activities are undertaken.</li> <li>• Staff are 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> <li>• Staff become more efficient and</li> </ul>

What you will do to contribute	As a result we will see
<p>understood and able to be delegated to the team during eventful periods.</p> <ul style="list-style-type: none"> <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>	<p>effective in their work through increased knowledge and understanding.</p> <ul style="list-style-type: none"> <li>• Staff continue to learn and develop through knowledge sharing.</li> <li>• The Minister's office managed and staff welfare maintained through periods of change. Staff supported, keeping disruption to a minimum.</li> </ul>
<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 portfolio departments and ministries, and help them to achieve the provision of exemplary service to the Minister.</li> <li>• Manage the performance and annual reviews of DIA employed staff in your ministerial office.</li> <li>• Provide input into portfolio departments and ministries' reviews of seconded staff.</li> <li>• Ensure all staff in the Minister's office, including Private Secretaries seconded from portfolio 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, Ministerial Services.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff continue to develop 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 are aware of what warrants good and bad performance.</li> <li>• Staff are 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> <li>• New staff are inducted into the office environment and are promptly able to support the Minister.</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</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</li> </ul>

What you will do to contribute	As a result we will see
<p>Minister's portfolio responsibilities.</p> <ul style="list-style-type: none"> <li>• Develop rapport and credibility with key stakeholders, including the Minister, staff, agencies to manage relationships and expectations.</li> <li>• 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>• persuade and influence stakeholders to obtain optimal outcomes.</li> <li>• Constructive and supportive relationships with stakeholder groups.</li> </ul>
<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>• Verified expenditure 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</li> </ul>	<ul style="list-style-type: none"> <li>• Sound and effective financial management and expenditure.</li> <li>• Appropriate expenditure consistent with legislative and departmental requirements.</li> <li>• Finances are monitored to ensure expenditure levels do not exceed the budget allocation.</li> <li>• Finance records are able to withstand audit and public scrutiny.</li> <li>• Minister's certifications managed and up to date.</li> <li>• Self and staff are 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
<p>advice or support when needed.</p>	
<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>• Receive, 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 is kept up-to-date and managed expertly.</li> <li>• All travel arrangements and financial reconciliations are conducted in accordance with the Ministerial Intranet.</li> <li>• The Minister’s role in the House is covered in their absence.</li> <li>• All House activities associated with the office are co-ordinated.</li> <li>• The proper recording procedure of OIA requests is undertaken and ensured.</li> </ul>
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Positively promote effective communications between the Minister, the ministerial and out-of-</li> </ul>	<ul style="list-style-type: none"> <li>• Positive and established communication channels between the office, Minister and portfolio</li> </ul>

What you will do to contribute	As a result we will see
<p>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.</p> <ul style="list-style-type: none"> <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>	<p>departments and Crown entities.</p> <ul style="list-style-type: none"> <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 is 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>
<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</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 are aware of potential risks ahead of time.</li> <li>• Minister and staff security are given priority and kept up to date.</li> </ul>

What you will do to contribute	As a result we will see
<p>international travel.</p> <ul style="list-style-type: none"> <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>	
<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>

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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 Support		✓		✓		✓
	Manager, Ministerial Resourcing	✓	✓		✓		✓
	Ministerial Services Portfolio Managers	✓	✓		✓		✓
	Ministerial Services	✓	✓		✓		
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	F
Direct reports	4-8 staff 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 machinery 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</li> </ul>



Your success profile for this role	What you will bring specifically
	<p>relationships.</p> <ul style="list-style-type: none"><li>• Proven ability to prioritise tasks and responsibilities and change priorities at short notice.</li></ul> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"><li>• Must be able to obtain and maintain a National Security Clearance (minimum of CONFIDENTIAL). Some roles will require SECRET or TOP SECRET security clearance.</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>• Travel with the Minister to support them at ministerial events.</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>

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# Job description

Haere mai

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

## Visual Content Designer

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

The Visual Content Designer in the Office of the Prime Minister will create compelling content across a range of channels and content types, including digital, print, social media, video, animation and photography.

The role assists the Senior Designer and the Senior Videographer with the production of high-level creative projects for main channels, and is responsible for managing smaller projects independently, including pre-production, production and post production.

- **Reporting to:** Senior Private Secretary / Portfolio Manager / Director of Communications
- **Location:** Wellington
- **Salary range:** Corporate F

### 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



Te Tari Taiwhenua  
Internal Affairs

## 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.

## Spirit of service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, 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 hāpori, 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.

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What you will do to contribute	As a result we will see
<p><b>Content Design &amp; Support</b></p> <ul style="list-style-type: none"> <li>Support the Senior Visual Content Producer and Senior Designer to create impactful visual content for internal and external facing communications.</li> <li>Develop engaging content to build and engage with social media and other digital audiences in accordance with the overall strategic communications plan</li> <li>Provide advice on visual communications and design best practice</li> <li>Provide collateral design services to stakeholders</li> <li>Keep updated with industry trends and impacts of this on the various communications</li> <li>Good planning and organising skills, including the ability to maintain performance when under pressure</li> <li>Flexible and able to adjust course of action quickly</li> <li>Collaborates effectively with others in planning and decision making.</li> <li>Identifies problems early, and takes appropriate action, escalating where required.</li> </ul>	<ul style="list-style-type: none"> <li>Content is focused on user needs and goals, based on solid evidence, and remains accurate, relevant and current for users</li> <li>Content is clear, using consistent language and design patterns</li> <li>Design, publishing and print activity is effectively managed, follows agreed processes and meets expectations around timeliness, quality and cost</li> <li>As a key member of the team you are shown to collaborate and be flexible</li> <li>Not afraid to escalate any issues identified.</li> </ul>
<p><b>Social media</b></p> <ul style="list-style-type: none"> <li>Contribute to social media, web and email engagement programmes in accordance with priorities</li> </ul>	<ul style="list-style-type: none"> <li>Content is up to date and relevant for the priorities of the Government</li> </ul>
<p><b>Project work</b></p> <ul style="list-style-type: none"> <li>Ensure projects are delivered in a professional and timely manner in accordance with priorities</li> <li>Assist in the analysis of the outcome of projects, initiatives and general content to enable continuous improvement</li> </ul>	<ul style="list-style-type: none"> <li>Ensure objectives of projects are understood and achieved</li> <li>Projects are efficient and effective and are delivered on time</li> </ul>
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>Build and maintain strong relationships with key stakeholders</li> <li>Demonstrate ethical standards and adhere to the Department of Internal Affairs code of conduct</li> </ul>	<ul style="list-style-type: none"> <li>Seen as a trusted and valued adviser</li> <li>Effective working relationships are maintained with internal and external stakeholders and suppliers</li> </ul>
<p><b>Other tasks</b></p> <ul style="list-style-type: none"> <li>Other duties may be required, that are relevant to your area of work as directed</li> </ul>	<ul style="list-style-type: none"> <li>Flexible and willing to take on additional duties</li> <li>Valued team member</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>Ensure my own wellbeing, health and safety and take reasonable care not to adversely affect the health and safety of others.</li> <li>Co-operate with DIA's health and safety policies and procedures (incl. emergency).</li> <li>Report all near misses, hazards, unsafe behaviours and unsafe conditions.</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> <li>All staff understand their roles and responsibilities in relation to wellbeing, health, safety and emergency management</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Party Leader and Members' of Parliament						✓
	Director of Communications	✓	✓		✓		✓
	Ministerial office staff	✓	✓		✓		✓
	Parliamentary Service Staff	✓	✓		✓		✓

Your delegations	
Human Resources and financial delegations	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>Working as a visual content producer, designer or videographer in a professional environment</li> <li>Video DSLR camera operation experience</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>Good level of competency in some or all of the following: <ul style="list-style-type: none"> <li>Graphic design across print and digital platforms, filing, scripting, video editing, animation and photographic content</li> </ul> </li> <li>High level of competency in some or all of the following: <ul style="list-style-type: none"> <li>Adobe Creative Suite including InDesign, photoshop, Illustrator, and ideally Premiere Pro, Lightroom and After Effects</li> </ul> </li> <li>Good knowledge of basic photography and film practices, and industry equipment</li> </ul>

Your success profile for this role	What you will bring specifically
	<p><b>Skills:</b></p> <ul style="list-style-type: none"><li>• Demonstrates good written and oral communication skills</li><li>• Proven ability to develop and maintain effective networks of professional relationships</li><li>• Aligns own objective with team goals</li></ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• A degree or tertiary qualification in a relevant design field</li><li>• Ability to obtain and maintain a Confidential security clearance</li></ul>

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