

## Ministry of Economic Development Role Description

Date of Last Review: 19 May 2010

<b>Title:</b>	Ministerial Private Secretary	<b>Salary:</b>	
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<b>Branch and Section:</b>		<b>Geographical Location:</b>	Wellington
<b>Manager's Title:</b>		<b>Manager Once Removed</b>	

**CONTEXT:**

The Government has set a long-term goal of growing the economy to deliver greater prosperity, security and opportunities to all New Zealanders.

The purpose of the Ministry of Economic Development is to support this goal by "fostering economic development and prosperity for all New Zealanders".

The Ministry's focus in pursuing this purpose is dependent on the priorities set by our Ministers. Current priorities include:

- helping businesses to survive the economic downturn and raise their productivity;
- reducing the regulatory and compliance demands that can burden businesses and get in the way of their growth;
- achieving a step up in infrastructure investment to reduce bottlenecks and improve economic productivity; and
- improving value for money from public spending so that government resources can be moved to where they are most needed.

The Private Secretary position is a seconded position based in the Minister's office. It directly supports the Minister through the provision of policy advice and related executive support services, and by promoting the relationship between the Ministry and the Minister.

The Private Secretary works to the Minister on a day-to-day basis, therefore work assignment and feedback is provided by the Minister's office. The Private Secretary is responsible for clearly communicating the Minister's views and decisions back to the Ministry. The position reports to the Policy Manager within the Ministry of Economic Development and is based on-site to support the Minister and to facilitate good communication between the Minister and the Ministry.

**ROLE PURPOSE:**

To provide high quality policy advice and executive support services to the Minister and Associate Minister.

**ROLE ACCOUNTABILITIES:**

<i>Areas of Accountability</i>	<i>Typical Behaviours which demonstrate work at the appropriate level</i>
Producing robust policy research and analysis	<ul style="list-style-type: none"><li>• Takes a forward looking and proactive strategic approach.</li><li>• Understands wider environment in which Ministry operates and makes linkages to other areas within the Ministry and Branch where possible.</li><li>• Understands and follows standard policy development protocols and Cabinet requirements.</li><li>• Exercises sound judgement and intuition when assessing options, undertaking research and implementing policy.</li><li>• Communicates effectively with clarity, authority and in a way that is appropriate to audience.</li><li>• Rapidly and accurately identifies key issues or actions in complex situations.</li><li>• Seeks opportunities to implement new ideas and approaches.</li></ul>
Provides advice on policy and process to other team members	<ul style="list-style-type: none"><li>• Coaches others on policy process, development of expertise in subject matter and knowledge of institutional practice.</li><li>• Provides constructive, timely and specific feedback to others.</li></ul>
Identify and manage relationships with stakeholders in relation to work/project area	<ul style="list-style-type: none"><li>• Assists and is persuasive in building understanding of, and support for, the need for changes in direction and attitude.</li><li>• Demonstrates and encourages others to display MED values when communicating with stakeholders.</li><li>• Engages well, is credible and can communicate effectively</li><li>• Actively seeks to build and manage a network of contacts.</li><li>• Undertakes real/credible consultation.</li><li>• Responsive to stakeholders.</li><li>• Considerate and appreciative of views of stakeholders.</li></ul>

<i>Areas of Accountability</i>	<i>Typical Behaviours which demonstrate work at the appropriate level</i>
Managing assigned tasks and projects	<ul style="list-style-type: none"> <li>• Able to effectively allocate tasks within portfolio area.</li> <li>• Is able to plan and manage a range of complex issues.</li> <li>• Ensures objectives of team or self are aligned with business goals, aligns planning, monitors progress and reviews targets.</li> <li>• Assists others with project planning and is able to advise on risks.</li> <li>• Alerts Manager to potential problems/risks well in advance and proposes solutions.</li> <li>• Well-organised, plans systematically and identifies risks.</li> <li>• Knows when to work alone and when to seek advice.</li> <li>• Identifies resources necessary to meet objectives of self or team.</li> </ul>
Participating effectively in groups and teams	<ul style="list-style-type: none"> <li>• Actively seeks opportunities to transfer relevant knowledge and information within the Minister's office area and to other staff across the Branch and Ministry.</li> <li>• Participates effectively in discussions with team members on issues in order to add value to their work.</li> <li>• Provides 360 degree feedback as required, including in relation to teamwork and demonstration of values.</li> <li>• Models behaviours consistent with MED values and Code of Conduct.</li> <li>• Participates positively in intra, inter branch and MED initiatives and other groups.</li> <li>• Actively participates in discussions on own performance and career development.</li> </ul>

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**MINIMUM CAPABILITY NECESSARY TO WORK TO ROLE:**

<b>Capability Area</b>	<b>Description</b>
Cognitive Power	<ul style="list-style-type: none"> <li>• Demonstrated ability to think analytically about issues and express ideas clearly.</li> <li>• The ability to diagnose the policy problem by comparing experience with a model or system for thinking about an issue and recommending action based on this data.</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Ability to understand and apply relevant policy frameworks and analytical tools to issues;</li> <li>• A tertiary qualification in a relevant discipline (e.g. economics, law, public policy);</li> <li>• Excellent oral and written communication skills;</li> <li>• Good general problem identification and solution skills;</li> <li>• Excellent interpersonal and teamwork skills;</li> <li>• Ability to coach others; and</li> <li>• Good relationship management.</li> </ul>
Emotional Intelligence (Judgement, temperament and influence)	<ul style="list-style-type: none"> <li>• Flexibility to respond to changes in priorities and demands for work;</li> <li>• Self motivates, able to meet deadlines;</li> <li>• Able to think and interact strategically and innovatively while exercising sound judgment;</li> <li>• Knows how to deal appropriately and effectively with others; and</li> <li>• Able to pick their battles effectively.</li> </ul>
Valuing Work of Role	<ul style="list-style-type: none"> <li>• Strong commitment to "make a difference" through the provision of robust policy advice.</li> </ul>