

Ministerial Advisor

# About us

Our agency’s purpose is to shift the system using data and evidence, so that the system invests earlier and

more effectively to improve the lives of New Zealanders.

**Our values – how we do things around here**

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| **Tāngata**  We’re about people | **Manawa Māui**  We are a catalyst for change |  | **Taunakitanga**  We influence through evidence |  | **Puaretanga**  We’re transparent  by nature |
| It’s about people. They will do better, sooner and for longer, when we partner with others to develop  and deliver services. | We challenge the status quo  constructively and seek better ways  of doing things. |  | We use evidence to influence positive change for New Zealanders. |  | We will share what we’re doing, how we’re doing it, and what we learn |

# About working in the Public 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 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.

# About the position

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| **The purpose of this position** | |
| The Ministerial Advisor works closely with the Senior Ministerial Advisor to respond to information requests (e.g. Official Information Act requests, and Parliamentary questions). The role provides additional capacity for this team and ensures quality, consisten.;/cy, and timeliness of responses, ensures procedural standards are met, and builds effective stakeholder relationships. | |
| Team and location | Engagement, Ministerial and Communications, Wellington |
| Reporting to | Manager Engagement, Ministerials and Communications |
| Salary band | Band 15 - $76,081 - $89,507 - $107,408  Starting salaries are negotiated based on relevant skills and experience, with offers generally made between $76,081 - $89,507. |

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| **What you will do to contribute** |
| **Ministerial and statutory reporting**   * Respond to, and coordinate official ministerial correspondence, briefings, reports, and requests such as OIAs and PQs, and undertake activities related to SIA’s organisational and statutory reporting requirements. * Support the Agency to provide policy advice to the Minister. * Support the Agency to brief the Minister and SIA Chief Executive as required. |
| **Process and Standards Management**   * Ensure that analysis, data, and information supplied is accurate and verified. |
| **Quality assurance and communications support**   * Help to ensure all written material provided to the Minister’s office is accurate, high quality, and easy to   understand.   * Assist with other communications processes, such as updating the website and preparation of collateral. |
| **Capability development and support**   * Provide support across the Agency to enhance capability in process and practice. |
| **Risk management**   * Actively identify and manage role or practice level risks, including escalation of risks and issues when necessary. * Ensure that analysis, data, and information supplied is accurate and verified. |
| **Health and safety** |

* Take responsibility for meeting SIA’s obligations for workplace health and safety.

# About you – what you will bring specifically

## Qualifications

Relevant tertiary qualification or relevant experience in a ministerial role

## Experience and Knowledge

Proven experience working as an Advisor in a government context and working effectively with

Ministers’ offices and Government officials.

Experience in providing advice and support at an Advisor level to senior leaders. Proven and sound interpersonal skills.

Knowledge of machinery of government.

Understanding of the Official Information Act and parliamentary processes.

Experience of understanding website processes for the release of official correspondence. Relationship management skills.

An understanding of the principles of Te Tiriti o Waitangi.

## Characteristics

Engaging others – connects with others, listens, reads people and situations, communicates tactfully.

Achieving ambitious goals – committed and tenacious, ambitious.

Curious – thinks analytically and critically, displays curiosity, mitigates analytical and decision- making biases.

Honest and courageous – shows courage, shows decisiveness, leads with integrity. Resilient – displays resilience, demonstrates composure.

Self-aware and agile – encourages feedback on own performance, can self-assess, adapts approach, shows commitment to development.

## Capabilities

Implements strategy – aligns their work with strategic objectives and SIA’s vision.

Communicates clearly – tailors' messages so they are clear, succinct, and resonate with their different audiences.

Supports organisational performance – suggests and acts on opportunities to do things differently and improves processes to achieve gains in effectiveness and efficiency.

Builds relationships – builds internal relationships by contributing to their team, working collaboratively with others across the organisation and taking an organisation-wide view. Builds external relationships and interacts effectively with customers and other external stakeholders.

Inclusive – welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.

Shows political awareness – displays an understanding of the essentials of how the government and the public sector work and ensures that written documentation and verbal presentations reflect relevant political sensitivities.

Manages and delivers on work priorities – plans and organises self to deliver work commitments to required timeframes and quality standards.

Develops others – shares own experiences and learning and demonstrates and teaches specific technical skills.

## Other requirements

Willing to take on responsibilities (within limits) outside the prescribed position description.