

## Position Description

### Position Title - Ingoa Tūranga

Ministerial Services Adviser (401069)

### Group - Puni

Deputy Chief Executive (Policy) Group (DCE P)

### Division - Tānga

Executive Services Division (ESD)

### Reports to - Menetia

Unit Manager, Ministerial Services, Executive Services Division

### About the Public Service - Mō te Ratonga Tūmatanui

*Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act 2020 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 ē anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kōunga, 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 2020 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/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.

### About the Ministry - Mō te Manatū

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to build a safer, more prosperous and more sustainable future for New Zealanders. We do this by building connections with and influencing other countries to advance New Zealand's interests, project New Zealand values and secure the outcomes that matter to New Zealand. We pursue the Government's international priorities and provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to the wellbeing of New Zealanders' in the following ways:

- **Kaitiakitanga:** Generations of New Zealanders benefit from sustainable solutions to global and regional challenges;
- **Prosperity:** New Zealanders have better job opportunities and incomes from trade, investment and other international connections;
- **Security:** New Zealanders are able to live, do business, travel and communicate more safely at home and offshore;
- **Influence:** New Zealanders have confidence their country can influence others on issues that matter for them now and in the future.

### Diversity and Inclusion - Kanorau, Kauawhi

We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

Our values are:

- **Impact:** We achieve for New Zealand, every day, everywhere
- **Kotahitanga:** We draw strength from our diversity
- **Courage:** We do the right thing
- **Manaakitanga:** We honour and respect others

The Ministry recognises the importance of staff having flexibility around work hours and working arrangements to maintain a work/life balance. In turn there may be some situations where the Ministry's business deliverables require staff to be available during certain hours of the day or for longer periods to meet a temporary surge in work requirements.

### About the Position - Mō te Tūranga

Executive Services Division (ESD) has responsibility for managing the Ministry's responses to information requests from Ministers, Parliament, the media, and from the public, including through the Official Information Act (OIA).

ESD also includes the Information Services team, comprising research librarians who service the Ministry to enable timely and efficient information sharing, through publications, media summaries and research (including specialist bulletins).

ESD enables people in the frontline to make more of a difference and have more impact; we partner with others to help them communicate with New Zealand.

The Adviser is responsible, as a member of a small team, for supporting the preparation of draft responses to around 1500 pieces of Ministerial correspondence, 350 Official Information Act requests and over 300 Parliamentary Questions per year, proactive publishing of OIA responses and Cabinet papers; as well as twice yearly responses to Select Committees, covering all aspects of the Ministry's foreign, trade and development work. Each team member also has responsibility for overseeing and completing project work within the team.

### Key Accountabilities - Kawenga Matua

The following key accountabilities of this role assist in delivering the Ministry's purpose:

#### Ministerial and Executive Services

- Work with Divisions to prepare draft responses to the Ministry's Official Information Act (OIA) requests, Parliamentary Questions (PQs), and Ministerial correspondence, providing support and advice as required
- Provide support for the Ministry's engagement with the Foreign Affairs, Defence and Trade Select Committee (FADTC) and other committees
- Manage the preparation of Cabinet and OIA material for proactive release and publishing on the Ministry's website.
- Support the use and dissemination of the Ministry's Style Guide
- Assist in peer review of divisional outputs to ensure quality and consistency
- Work collegially with team members to develop an understanding of the Division's and the Ministry's work
- Contribute to the achievement of the Division's objectives, and the Division's delivery of its planned and agreed activities to realise its strategic priorities and high level outcomes.

#### Leadership

- Able to effectively work across diverse Divisions inside the Ministry.
- Demonstrate the organisation's values, goals, policies and procedures in all aspects of work.

#### Relationship management

- Develop rapport with colleagues/peers and key relationships internally and externally in order to advance the Division's objectives.

#### Knowledge management

- Contribute to the continuous development of the Ministry's knowledge base by using the Ministry's internal systems, sharing information and data with relevant internal stakeholders.

#### Organisational Responsibilities

- Understand the Ministry's strategic priorities and high-level outcomes framework and how this role contributes to the framework.
- Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies, and external stakeholders.
- Understand Tikanga and Treaty of Waitangi principles and have sufficient appreciation of Te Reo Māori to be able to apply the Ministry Māori dimension, underpinned by Ministry values, in a way that is relevant to the context of our business.
- Be aware of and adhere to the Ministry's Health and Safety policies and procedures.
- Share in the responsibility for health and safety in the work environment by carrying out work-related activities in accordance with safe operating procedures and by accurately reporting all hazards, accidents and incidents.
- Treating information as taonga, and creating reliable and trustworthy records in approved systems so that they can be found and used by others
- Participate in Ministry-wide projects and emergency responses as required.

### Skills, Knowledge and Experience - Tohu Mātauranga, Pūkenga, Mātauranga, Wheako

The Ministerial Services Adviser will have the following experience, skills and knowledge:

#### Experience:

- A relevant tertiary qualification, or equivalent
- Experience in the preparation of accurate, clear, concise, timely and well-presented information which is grammatically correct, in plain English and appropriate to the occasion
- The capacity to:

- work under pressure and meet deadlines
- manage multiple tasks, adjusting priorities if necessary.

**Skills and knowledge:**

- Technical knowledge and experience of:
    - Machinery of government processes
    - The Official Information Act (OIA) and Privacy Act
    - Ministerial and Executive Services
  - Excellent written and verbal skills
  - Strong qualitative and quantitative analysis skills
  - Excellent communication and relationship management skills
  - A demonstrated high level of sound judgment and decision making.
  - Competence in Microsoft Office products.
  - Understanding of The Treaty of Waitangi/Te Tiriti, Te Reo Māori and Māori customs and protocols would be beneficial.
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**Relationships - Pātahitanga**

The Ministerial Services Adviser position is required to build and maintain the following relationships:

Within the Ministry:

- Divisional Manager
- Unit Manager
- Other ESD Division staff
- Media team
- Corporate Legal Unit staff
- Other MFAT staff, both onshore and offshore, at all levels of seniority.

Outside the Ministry:

- Ministers' offices
  - Parliament
  - Other government departments and agencies
  - Ombudsman's Office
  - Office of the Privacy Commissioner
  - Requesters from the media, business, academia, regional and international institutions, and the New Zealand public more broadly.
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**Delegations - Whakatautapatanga**

- Delegations are set out in the Ministry's Instrument of Delegation.
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**Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga**

- You must hold New Zealand citizenship.
  - You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.
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**References**

- **Ministry's Strategic Intentions**  
Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>