

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Ministerial Advisor

Business Group	Te Pou Kaupapahere
Location	Wellington
Salary band	A6

Mahi i roto i te Ratonga Tūmatanui | 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.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga
We shape an education system that delivers excellent and equitable outcomes

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

Tēnei Tūranga | About the role

The Ministerial Advisor role is responsible for commissioning and coordinating high-quality, timely ministerial outputs, including correspondence, Official Information Act requests, and Parliamentary Questions. They also contribute to group-wide or cross-Ministry initiatives, prepare materials for Estimates and Annual Review processes, and offer administrative support across the group. As the Ministerial Advisor you will provide backup support to their counterpart during absences or peak periods, while bringing expertise in parliamentary procedures and the Machinery of Government. Operating within a small, agile, and responsive team, the Ministerial Advisor fosters strong relationships across Te Pou Kaupapahere, the wider Ministry, and Ministers' offices to effectively triage requests, clarify commissioning, coordinate responses, and ensure consistency and quality in ministerial advice and communications.

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Ngā Haepapa | Accountabilities

As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

As the Ministerial Advisor you will:

Ministerial and issues management

Support internal and external stakeholders in managing and responding to Ministerial requests, correspondence, media enquiries, Official Information Act requests, and Ombudsman and Privacy Act complaints. Analyse issues to clarify commissioning needs, coordinate with Subject Matter Experts (SMEs), and facilitate high-quality, risk-aware written responses aligned with Ministry strategies. Provide recommendations on response strategies.

Governance and workflow coordination

Provide secretariat services for Te Pou Kaupapahere governance and key meetings, including preparation, collation, quality assurance, and distribution of documentation. Maintain action and decision registers, follow up on outstanding items, and ensure effective communication of outcomes. Advise business units, programme and project managers on governance and workflow processes, and support the delivery of group-wide outputs.

Relationship Management

Build and maintain sustainable relationships with a wide range of internal and external stakeholders. Ensure stakeholders are informed and engaged throughout issue resolution processes, seeking their input and validation as appropriate. Influence without authority using a collaborative, collegial approach, and effectively gather information under pressure in high-demand environments.

Leadership, Coaching, and Team Contribution

Provide technical leadership within the team, coaching and mentoring junior members. Contribute to training and workshops that support effective ministerial and workflow processes across Te Pou Kaupapahere. Actively promote a positive team culture aligned with the values of the Office of the Deputy Secretary and te Tiriti obligations.

Strategic and Environmental Awareness

Maintain a strong understanding of Te Pou Kaupapahere's policy priorities, work programme, and the broader political and organisational context. Use this knowledge to inform commissioning, drafting, and coordination work, and to enhance the quality and relevance of outputs. Contribute to the strategic direction of the Office of the Deputy Secretary.

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Confidentiality and Professionalism

Manage sensitive and confidential information with discretion and professionalism, reflecting the seniority and complexity of the environment.

Wheako | Experience

To be successful in this role you will have the following experience and skills:

- Knowledge of and experience of the Machinery of Government and/or public sector.
- Relationship management experience Effective, accurate and succinct communication
- Information co-ordination and quality assurance experience
- Relevant functional and technical skills in Microsoft Office products including Teams, Word, Excel, and PowerBI

Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- Proven ability to maintain utmost integrity in all interactions and treating all information you are party to in your role as confidential.
- A track record of excellent customer service focus and dedicated to meeting the expectations and requirements of internal and external customers.
- Proven ability to establish and maintain strong relationships across a diverse group of customers and gain their trust and respect.
- Demonstrate initiative and a high degree of professional independence, self-discipline and remaining calm under pressure.

Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, consolidation, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono Valuing Māori	Developing
Pou Mana Knowledge of Māori content	Developing
Pou Kipa Achieving equitable education outcomes for Māori	Developing
Pou Aroā Critical consciousness of racial equity for Māori	Developing

Leadership Success Profile - Te Kawa Mataaho | Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels.



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Information about how the Leadership Success Profile applies to this role is available on the Ministry's intranet.

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	July 2025
Approved By	HR Advisory Team