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|  Private Secretary |

## 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 influencethrough evidence | **Puaretanga**We’re transparentby 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 Private Secretary is responsible for the delivery of effective and efficient service to the Minister, the Senior Private Secretary, other Ministerial office staff and wider Parliamentary staff as required, as well as the Social Investment Agency.  |
| Team and location | Strategy and Performance  |
| Reporting to | Deputy Chief Executive Strategy & Performance  |
| Salary band | Band 17 $104,885 -$123,394 - $148,073Starting salaries are negotiated based on relevant skills and experience, with offers generally made between $104,885 -$123,394. |

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| What you will do to contribute | As a result we will see |
| **Advisory** * Facilitate the provision of policy advice to the Minister which is sound, high quality, impartial and timely.
* Provide secondary advice (both written and oral) to the Minister and their office, as required.
* Ensure the Minister is kept fully briefed and that they receive prompt advice of issues within the portfolio.
* Ensure, where appropriate, that other Ministers, their staff and officials are aware of the Minister's views.
* Read, check and quality assess policy advice from departments/agencies and where appropriate summarise to help facilitate clarity and decision making.
* Advise other Ministers, MPs and their staff on specific issues and government policy as required.
* Provide high quality and/or confidential advice to the Chief Executive and senior SIA staff.
* Act as the primary point of contact in the Minister's office for SIA and other relevant departments/agencies.
* Liaise efficiently and effectively with the Chief Executive of SIA so that they are clearly and promptly informed of the Minister's instructions and views.
* Promptly advise SIA of the Minister's decision on information submitted for consideration or action, together with associated Ministerial feedback and ensure the Minister is aware of departments'/agencies' position on policy issues.
* Ensure that written advice to the Minister from SIA is conveyed promptly and appropriately. Arrange for appropriate officials to attend meetings with the Minister, attend all appropriate meetings convened with officials, and ensure appropriate follow through of issues arising from meetings.
* Provide promptly to the agency all relevant Cabinet and Cabinet Committee decisions and other relevant material from Cabinet Office.
* Provide accurate and correct advice to SIA on Government processes.
* Liaise effectively with SIA to ensure draft answers to parliamentary questions and Official Information Act requests are provided within the set timeframes and that they meet agreed standards and specifications.
 | * The Minister has visibility and input into the social investment portfolio
* The Agency has visibility of Minister’s decisions and clarity about social investment work.
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| **Secretarial and Administrative Support*** Manage written parliamentary questions, which includes processing and checking replies drafted by departments/agencies, assist with the preparation of replies to oral parliamentary questions as required.
* Manage Ministerial Official Information Act requests and reviews by the Office of the Ombudsmen, which includes acknowledging requests, assessing responses for accuracy, liaising with Advisors/Press Secretary over issues of risk.
* Arrange and request appropriate written briefing material for the Minister’s meetings and visits.
* Provide support for the Minister by attending meetings and visits, as required.
* Arrange and request relevant draft speech notes, and assist in the drafting of these as required.
* Provide timely information and advice in response to enquiries from MPs, electorate offices, Minister's constituents and members of the public.
 | * Efficient and effective delivery of secretarial support to the Minister and the Agency.
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| **Relationship Management** * Ensure communication between the Minister's office and SIA and other relevant departments/agencies are facilitated and highly effective for all parties.
* Assist in fostering/facilitating the relationship between the CE and the Minister and Officials and the Minister’s staff.
* Establish a good working relationship with the staff in other Ministerial offices and the Cabinet Office.
* Establish and/or maintain a significant network of relationships within the Ministry, other government agencies and key stakeholder organisations.
 | * Seen as a trusted and well-connected Private Secretary who is able to support our Minister and the Agency to work together.
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| **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.
 | * Role level risks are identified and managed appropriately.
* Independent assurance that the Agency is operating and accounting for performance in an appropriate and transparent manner.
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| **Health and Safety*** Take responsibility for meeting the Agency’s obligations in workplace health and safety.
 | * Observing the Agency’s health and safety procedures.
* Participating in health and safety initiatives and training where appropriate.
* Providing suggestions for improvement of health and safety.
* Reporting incidents and hazards promptly.
* Know what to do in the event of an emergency.
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## About you – what you will bring specifically

### Experience and knowledge

* Knowledge of New Zealand government machinery and processes (including Parliamentary and Cabinet structures and decision making processes).
* Understanding of the structure of relevant social services statutes, rules and regulations.
* Understanding of the policy formulation process.
* Experience in interpreting government legislation.
* Proven ability in designing and providing appropriate responses to Parliamentary, Select Committee and Cabinet Committee questions.
* Knowledge and experience of Official Information and Ombudsmen legislation and processes
* Experience in liaising with control agencies, offices of Parliament and the Prime Minister’s Office.
* Superior written and oral communication skills.
* Ability to think strategically, understand, identify and manage organisational risk.
* Can identify issues that are likely to be sensitive and develop appropriate strategies to manage them.
* Proven ability to prioritise workloads, work under pressure and to tight timeframes and make timely decisions that stand up to scrutiny.
* Experience in navigating ambiguity, and supporting key contacts to understand next steps.
* Flexible and responsive to the Minister, their office, and officials needs.
* Good working knowledge of the Official Information Act.

### 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 the Agency’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 internal relationships – contributes to their team, works collaboratively with others across the organisation and takes 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

* Must have the legal right to live and work in New Zealand and the ability to gain and maintain a “Confidential” security clearance.
* May involve occasional travel.
* Flexibility on non-standard working hours due to nature of ministerial work
* Office-based, with low degree of flexible working
* Responsibilities of this position are expected to evolve over time as the Agency responds to changing needs. The incumbent will need the flexibility to adapt and develop with the environment.