

## Graduate Advisor or Advisor – Talent

Wellington, 1FTE (38 hours per week) fixed term till 27 February 2026

Are you effective and experienced in identifying skillsets and opportunities for further training and development?

- Do you want a role where you can draw on your organisational skills, professionalism, and problem-solving?
- Are you a team player, discrete, and calm under pressure, with a willingness to dig in and get the job done?

### Mō Manatū Wāhine | About Manatū Wāhine

Manatū Wāhine Ministry for Women is the Government's principal advisor on improving the lives of wāhine women and kōtiro girls in Aotearoa New Zealand. We provide system leadership, working across government and with stakeholders to improve outcomes for wāhine women and kōtiro girls.

Our people are crucial to achieving the strategic outcomes we are seeking. We are looking for a capable and energetic graduate with a great work attitude to join our team and help us deliver for wāhine women.

We value our Ko wai mātou (ways of working) which reflect who we are and what's important to us; they guide and influence how we work as individuals, as teams and as one Ministry to achieve the best outcomes for those we serve.

### Our Ko wai mātou are:

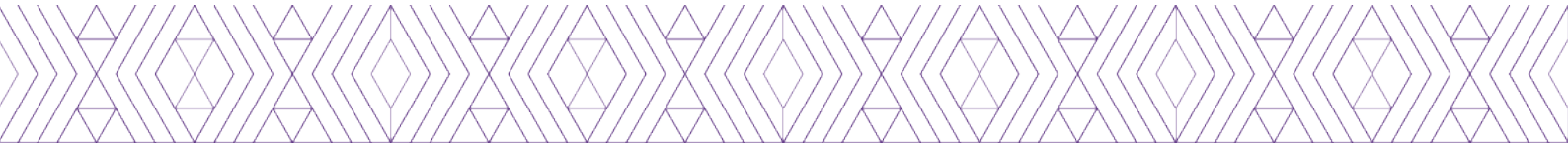
- Kia Māia – we are brave and courageous in all we do.
- Tuia mai – we embrace and support wāhine from all communities.
- Whakamanawa – we lead with heart to achieve the best outcomes for wāhine.

### Mō tēnei tūranga mahi | About this role

This talent mapping role is in the Women in Leadership team and supports the development of the pipeline of board-ready women.

The work requires you to quickly identify the skills and experience that the women who sign up to our Nominations database have, and match that to the kinds of boards they might be suitable for. A further part is to identify their development needs and opportunities to meet those needs.

While this database primarily lists women who wish to be considered for public sector



board and committee roles, it is intended that overtime it will also include board candidate options for not-for-profit and private sector board roles.

This role will work closely with the other members of the Women in Leadership team, the People team, and across the Ministry.

### Ko koe tēnei | About you

To be successful in this role you will be hard working, self-starting, able to work independently, and you may be building a career in human resources or recruitment.

### You will also bring:

- organisational and problem-solving skills
- attention to detail
- skills across the Microsoft Office suite
- ability to plan, prioritise, and work under pressure
- knowledge of or experience in talent mapping or recruitment

You will also have knowledge, or a willingness to gain an understanding, of Te Tiriti o Waitangi and be able to apply this within the work that you do, as well as an appreciation of the multicultural nature of Aotearoa New Zealand.

### Me pēhea te tuku tono | How to apply

The salary range for the Graduate Advisor role is \$68,582 to \$82,796 and at Advisor level it is \$77,739 - \$94,613. The full position description and application form are on the [Manatū Wāhine website](#).

To apply, send your completed application form, a cover letter outlining why you are interested in the role, and your CV highlighting relevant skills, knowledge and experience to the Chief People Officer, via [recruitment@women.govt.nz](mailto:recruitment@women.govt.nz). Applications close at **5:00pm Friday 2 May 2025**.

We are committed to providing a working environment that values inclusion, diversity and accessibility. We embrace the unique perspective and capabilities of our current and future employees, which will help us to improve outcomes for wāhine women and kōtiro girls. If you have any support or access requirements, we encourage you to tell us when you apply so that we can assist you through the recruitment process.