

Principal Advisor, Women in Leadership

Wellington, fixed term 12 months or secondment, full-time

Are you:

- Committed to supporting women into influential leadership roles.
- Experienced, or have knowledge, on how to build pathways and opportunities for women in governance and leadership.
- Able to seize opportunities and turn them into practical programmes of work.
- Can you grasp the strategic context and turn this into action.
- Able to adopt a proactive approach to problem solving and have an eye for detail.

[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 capable mid to senior policy professionals 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](#)

As the Principal Advisor, Women In Leadership, you will develop the strategy work for the Women In Leadership team and lead the delivery of the more complex day-to-day operational and project work of the Nominations Service. You will also be responsible for delivering the nominations strategy and ensuring effective engagement with a range of stakeholders.

Over the next 12 months the focus of this role will be to build a strategy that will see the maintenance of 50% women on public sector boards, growing women's representation on private sector boards, and growing governance capability across the public and private sectors.

Ko koe tēnei | About you

To be successful in this role you will have the ability to provide robust advice and thought leadership and bring new ideas and knowledge to project and policy discussions and strategic conversations. You can identify and implement improvements to systems and processes and can comfortably work within the machinery of government. You will also have:

- Knowledge of governance and/or leadership recruitment.
- Experience in developing gender based, policy or initiatives.
- Ability to lead projects and work programmes.
- Experience building trusted relationship with a wide range of audiences.
- Able to support the development of others through informal coaching and feedback
- Exceptional written and verbal communication.
- Proven ability to work with a high level of accuracy and attention to detail.
- Experience in drafting, proofing and editing reports and Ministerial briefings.

Me pēhea te tuku tono | How to apply

The salary range for the role is \$122,386 - \$155,389. 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. Applications **close at 5pm Wednesday 6 August 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.