

Senior Policy Advisor

- Contribute to meaningful mahi that drives change for women and girls.
- Permanent, full-time position based in Wellington.

We're looking for an experienced Senior Advisor with strong policy design and engagement skills to manage a broad and interesting programme of projects.

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 senior policy professional 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 role presents a great opportunity to leverage your policy experience and manage a broad work programme of projects with a strong focus on operational policy. You'll provide quality analysis and advice on complex issues to government, and across the sector, making effective use of data and insights and taking an end-to-end policy approach, including implementation and delivery.

This role requires a tactical and on-the-ground approach to engagement. You'll work collaboratively with the other members of the policy and engagement teams, and across the Ministry, to design and test policy and delivery options in the Ministry's areas of strategic focus.

Ko koe tēnei | About you

The ideal person for this role will be experienced in policy work with an interest in designing, delivering, and testing operational policy options. You'll also enjoy working on a broad programme of policy projects and have the knowledge and experience to turn a 'great idea' into a workable solution. You can articulate the value of new ideas to decision makers and broader stakeholders and can visualise, interpret and communicate data and insights into tailored messaging for a diverse audience.

In addition to policy and analysis skills, you will bring:

- Excellent writing skills and experience in providing ministerial advice.
- Experience developing and designing operational policy options.
- Strategic and tactical nous and understanding of the political context.
- Engagement and communication expertise.
- A sound understanding of Te Tiriti o Waitangi and the ability to apply this within the work that you do.

Me pēhea te tuku tono | How to apply

This is a full-time permanent role. The salary range for this role is \$102,024 to \$123,649.

A copy of the full job description and application form can be found on the [Manatū Wāhine website](#).

To apply for this position, email your completed application form, a cover letter and CV to Anna Chalmers, Deputy Secretary Engagement Policy & Delivery via recruitment@women.govt.nz.

Applications close at **5.00pm, Thursday 6th November 2025**.

Applications made via Seek will not be accepted.

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.