

## **Senior Advisor Corporate Services**

- Contribute to mahi which drives change for women and girls.
- Lead reporting and corporate systems that build quality, clarity and trust.
- Permanent full-time role, Wellington CBD, part time considered.

We're looking for an experienced, agile and proactive Senior Advisor to shape, advise and support on our organisational performance and corporate delivery.

## **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.

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**

We're looking for an experienced Senior Advisor, Corporate Services, to play a pivotal role with broad, varied scope across our organisation. You'll provide advice and hands-on support across organisational performance, governance and corporate delivery, helping drive the Ministry's work programme and ensuring strong corporate processes are in place and operating well.

In this role, you'll move seamlessly from procurement queries to leading a workstream in the continuous improvement programme to advising on risk and contributing to strategy.

### **Ko koe tēnei | About you**

The ideal person for this role will be a hands-on, proactive senior advisor who can see the bigger picture while confidently managing detail and process. You will be comfortable working at pace with competing priorities, bring strong corporate governance and delivery capability, sound judgement, and a high level of accuracy. You

can prepare robust plans, reports and recommendations, and can analyse complex issues to identify risk and provide practical solutions. You have strong project planning and management skills, and the confidence to engage credibly with our Chief Executive, senior leaders and stakeholders across the Ministry.

You'll also bring:

- Proven senior advisory experience in corporate services, HR, finance, and/or governance (procurement experience would be ideal)
- Demonstrated ability to manage and deliver corporate processes
- Excellent communication and strong stakeholder management skills
- An adaptable and agile approach, with initiative and an improvement mindset.

If you are capable and experienced in several areas of this role, we will support you in learning in the areas where you are still developing.

This is a full-time, permanent position but depending on applicants we may have the flexibility to appoint two part-time roles to cover this. Please indicate in your cover letter if a part-time role is your preference.

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

The salary range for this role is \$104,574 to \$126,740. A copy of the full job description and application form is attached.

**To apply for this position**, email your completed application form, a cover letter and CV to Nadine Millin, Chief People Officer via [recruitment@women.govt.nz](mailto:recruitment@women.govt.nz)

**Applications close at 5pm, Sunday 17<sup>th</sup> May.**

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 women and 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.