



POSITION DESCRIPTION

Position:	Senior Advisor, Corporate Services
Reporting to:	Deputy Secretary, Organisational Performance and Services (OPS)
Direct reports:	Nil
Location:	Wellington
Tenure:	Permanent
Salary Range	\$104,574 to \$126,740
Date	May 2026

Te Aronga o te Ratonga Tūmatanui/ Public Service Purpose

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i ōna 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 hāpori, 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.

Our Role, Purpose and Vision

We are the Government's principal advisor on improving the lives of wāhine women and kōtiro girls in Aotearoa New Zealand. This sees us provide system leadership, working across government and with a range of partners and groups to improve outcomes for wāhine women and kōtiro girls. Our people are crucial to achieving our strategic outcomes set out in our Strategic Intentions document.

Our work currently focuses on achieving four strategic priorities:

- Economic empowerment: ensuring all women and girls have economic security and independence, supporting them to thrive.
- Representation and leadership: building meaningful participation for women and girls at every level of society.
- Safety: supporting women and girls to be safe from all forms of violence.
- Wellbeing: supporting women and girls to have good health and wellbeing.

In addition to our four priority areas, we are committed to working with wāhine Māori to progress shared goals and aspirations, while our international work protects and promotes the rights of women and girls.

Our Ko wai mātou – our ways of working

Our ko wai mātou reflects who we are and what’s most 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 – wāhine women and kōtiro girls of Aotearoa New Zealand.

Our Ko wai mātou are:

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

Position Purpose

The purpose of this position is to advise and support on Ministry-wide organisational performance, governance, and corporate delivery.

Key Result Areas

Focus	Responsibility
Thought Leadership	<p>Supports the provision of strategic advice, oversight and assurance to the Deputy Secretary OPS and the Leadership Team (LT). This includes:</p> <ul style="list-style-type: none"> • working with the Deputy Secretary OPS to support and challenge LT to deliver value for money and to improve both efficiency and effectiveness • supporting the development and maintenance of effective Governance systems and processes
Organisational Performance	<p>Drives organisational performance by supporting the delivery of the Ministry’s work programme. This includes working with the Deputy Secretary OPS in:</p> <ul style="list-style-type: none"> • Providing expertise and guidance on the planning, delivery and progress of the work programme. • Advising or supporting project leads in the planning and ongoing delivery of their respective projects. • Supporting collection of organisational data for purposes of reporting monitoring and evaluation. • Project leads with measurement and evaluation of their respective projects including for the work programme. • Measuring and evaluating the outcomes and impact of the work programme to LT.

Focus	Responsibility
<p>Corporate Services</p>	<p>Contributes to system, organisational policy and process improvements and updates that result from undertaking compliance and assurance activities by:</p> <ul style="list-style-type: none"> • Running the Ministry’s organisational policy register and • Supporting the Ministry to meet its Protective Security Requirements (PSR) requirements including the Business Continuity Plan (BCP) and periodic testing for operating procedures. <p>Supports the identification, escalation and management of risks and issues.</p> <p>Establishes and maintains effective and influential working relationships with key managers in other government agencies, including through relevant forums and networks.</p> <p>Provides advice and support to the Deputy Secretary OPS, and other staff, as required, on core corporate services including:</p> <ul style="list-style-type: none"> • Knowledge management • Security and privacy • Compliance and reporting • Legal and risk management
<p>Contribution to the wider Ministry</p>	<ul style="list-style-type: none"> • Contributes to and/or leads Ministry-wide projects, as and when required. • Encourages our staff to think and behave in ways that achieves their goals through cooperative and collaborative efforts. • Helps maintain a safe working environment within the Ministry and within Te Iho by developing and/or supporting all health and safety policies, guidelines and initiatives and security plans. • Ensures the training and refreshers are in place for Ministry Floor Wardens, First Aiders. • Knows what to do in the event of an emergency or if a health and safety incident or near miss occurs and ensures all staff are aware of procedures. • Understands how to keep yourself and others safe at work from hazards and risks relevant to your role.
<p>General</p>	<ul style="list-style-type: none"> • Supports and contributes to appropriate Ministry-wide projects as required including from time-to-time supporting work on its accountability documents and assurance work e.g. Annual Report Estimates/Annual Review. • Supports the organisational strategy and related documents.

Focus	Responsibility
	<ul style="list-style-type: none"> • Maintains an awareness of the wider team activities and work in order to proactively respond to urgent needs and provide support where needed. • Establishes and maintains effective and proactive working relationships with all internal and external contacts. • Undertakes additional responsibilities and activities as and when requested and mutually agreed with your Manager.

Key Functional Relationships

Internal:	Te Tumu Whakarae mō te Wahine - Chief Executive Leadership Team Organisational Performance and Services Team Engagement, Policy and Delivery team Manatū Wāhine kaimahi
External:	Other Government agencies Partners and stakeholders Contractors and suppliers

Person Specification

- Proven experience in a senior advisory role, specifically within corporate services, HR, finance, or governance functions, ideally within the public service. Experience with procurement would be an advantage.
- Excellent written and verbal communication skills, with the ability to prepare robust reports, briefings, and recommendations.
- Strong ability to analyse complex situations, identify risks, use data for evidence-based decision-making, and provide strategic solutions.
- Proven ability to work methodically and systematically with a high level of accuracy and attention to detail.
- Demonstrated skill in a range of IT applications Microsoft Word, Excel, Outlook (intermediate to advanced skill level).
- Able to perform effectively under pressure and to tight deadlines, while managing multiple priorities.
- The interpersonal skills, discretion and confidence necessary for relating effectively with the CE, senior managers of the Ministry, and the general public, including stakeholders of the Ministry.
- Ideally has experience in project planning; project management and reporting frameworks.

- Ideally has knowledge, understanding and application of governing legislation, inclusive of (but not limited to) Public Service Act 2020, and the Health and Safety at Work Act 2015.

Capabilities

1. Leadership

Te Kawa Mataaho Leadership Success Profile (LSP) describes what ‘good’ leadership looks like at all levels within the New Zealand public sector.

While all elements of the LSP are important, the following leadership competencies are particularly relevant to your leadership role as a senior leader within a small agency.

Leadership Competencies	Leadership Characters
Achieving through others	Curious
Enhancing system performance	Honest and courageous
Enhancing team performance	Resilient
Developing talent	Self-aware and agile
Engaging others	

You can find further information on the LSP here: [Leadership](#) Success Profile

2. Māori Crown Relations

The [Māori Crown Relations Capability Framework](#) describes what Māori Crown relations skills are needed for effective leadership looks across New Zealand’s Public Service.

In addition to the current core focus competencies for the Ministry, additional specialist competencies will be required.

Other Requirements

You are required to comply with the standard operating requirements of Manatū Wāhine, i.e. you must comply with all the health, safety & wellbeing standards, financial, people, legal and other delegations set out in Standard Operating Procedures, policies and instructions (refer to the Intranet for further information).

Changes to Position Description

Positions at the Ministry may change over time as they evolve and priorities change. Responsibilities may change as the job evolves over time and the manager of this position may initiate such change as necessary.