



# Position Description

## Advisor

<b>Team</b>	Ministerial Correspondence, OIA Services, Official Information Advisory and Parliamentary Advice and Coordination
<b>Group</b>	Corporate services
<b>Manager</b>	<a href="#">Click or tap here to enter managers title</a>
<b>Location</b> <a href="#">Click or tap here to enter job band</a>	Wellington
<b>Job band (indicative)</b>	15G
<b>Security clearance</b>	N/A
<b>Date</b>	February 2026

### About the Ministry of Health (the Ministry) - Manatū Hauora

The Ministry of Health is the lead advisor to the Government on health and is responsible for ensuring the health system meets the current and future needs of all New Zealanders.

We fulfil this role through three key functions:

**Policy:** We support the Government to set health system priorities and develop policies. We collect evidence to understand the system and to get the best health outcomes for New Zealanders.

**Regulation:** We design rules and regulations for health services, products, and pharmaceuticals to protect public health and safety. We ensure health regulations are proportionate, effective and safe.

**Monitoring:** We monitor the performance of the health system by collecting data, checking performance and reporting to the Government. If issues arise, we work with others to address them. We assess both health outcomes and financial efficiency.

### Group description - Tō mātou nei aka

**Corporate Services | Te Pou Tiaki** supports the Ministry of Health to work efficiently and effectively, and ensures Ministry staff are kept safe at work. Corporate Services delivers integrated, high-quality enterprise services across People and Capability, Finance, Risk and Assurance, Information Technology, Communications and Engagement, Government Services, and Legal Services.

### Position purpose – Kōrero mō te tūranga



The Advisor provides high-quality advice and support to contribute to the delivery of the Ministry's work programme. This role undertakes research and analysis, supports the implementation of projects and programmes, and contributes to the development and continuous improvement of processes and tools. Advisors work collaboratively across teams and with stakeholders, and ensure all work supports the Ministry's functions.

### **What you'll do – Ko tōu ake mahi**

- Provide technical expertise and advice to inform decision making that best support the delivery of the Government's and Ministry priorities and objectives
- Successfully manage a caseload of Government Service's products with competing deadlines
- Gather/research information, write/ provides advice, and support to the Group
- Contribute to the development, implementation, and evaluation of policies, programmes, or services with the oversight and support of Senior Advisors and/or Principal Advisors
- Support the development of business cases, regulatory impact statements, or operational frameworks
- Contribute to the development and continuous improvement of processes, tools, and frameworks within the team
- Deliver work to the agreed standards, manage time effectively and ensure all work is completed by the required timeframes
- Build collaborative and positive working relationships with stakeholders internally and externally
- Maintain accurate records, databases, and tracking systems to ensure information is up to date and accessible.
- Provide timely responses to queries and requests, ensuring clear communication and follow-through
- Ensure all work reflects our responsibilities to the priority of equity and meeting Treaty of Waitangi obligations

This position description is intended as an insight to the main tasks and responsibilities required in the role and may be subject to change in consultation with the job holder.

### **What you'll bring to the role – Ko ngā pukenga ōu**

- Tertiary qualification in a relevant field and/or equivalent experience
- Proven organisational skills with the ability to think ahead, use initiative, and meet deadlines whilst preserving high levels of accuracy and confidentiality
- Previous experience in applying critical thinking and using sound judgement to develop options and provide advice



- Proven ability to manage competing priorities and deliver high-quality outputs
- Strong written and verbal communication skills with the ability to tailor complex messages to a range of audiences
- Excellent interpersonal skills with the ability to foster good stakeholder relationships

## Leadership Success Profile – Angitūtanga

The Te Kawa Mataaho Leadership Success Profile (LSP) describes what effective leadership looks like across the New Zealand public sector. All roles at the Ministry are assigned to one of four leadership categories. Each category draws on selected capabilities, which combine both leadership competencies and character traits from the LSP, to reflect different types of leadership.

This role is assigned to the **'Leader of Self'** category, and the following capabilities outline what is required to be successful in this category:

<b>Leading with influence</b>	<i>Lead and communicate clearly and persuasively to gain support from colleagues, asking questions to understand concerns and tailoring messages so they resonate with different audiences.</i>
<b>Engaging others</b>	<i>Build trust and positive relationships by connecting personally, listening actively, reading situations, and communicating with tact to create an inclusive and respectful environment.</i>
<b>Achieving ambitious goals</b>	<i>Take ownership and show persistence to achieve challenging goals, focusing on opportunities and outcomes rather than constraints, and maintaining optimism in the face of obstacles.</i>
<b>Managing work priorities</b>	<i>Plan and organise your work effectively to meet deadlines and quality standards, focusing on the most important priorities and balancing proactive and responsive tasks.</i>
<b>Curious</b>	<i>Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.</i>

## Your health, safety, and wellbeing – Oranga me te haumarū

At the Ministry of Health, we expect all of our people to:

- Ensure health and safety is integrated into business-as-usual activities
- Promote employee participation in health and safety by actively supporting employee health and safety representatives (HSRs)
- Acquire and keep up-to-date knowledge of work health and safety matters including the hazards and risks associated with operations
- Ensure staff are informed of and trained in safe practices and procedures in their specific areas of work

## Diversity and inclusion – Kanorau me te whakauru



The Ministry of Health welcomes and supports people of all gender identities, ages, ethnicities, sexual orientations, disabilities, and religions. To support this we:

- Foster inclusive workplaces that value diverse perspectives and lived experience
- Attract and retain diverse talent by creating accessible, welcoming environments.
- Apply the merit principle fairly, ensuring equitable opportunities for all.