



Position Description

Senior Advisor

Team	Alcohol Harm Reduction
Group	Public Health Agency and Mental Health
Manager	Programme Manager, Alcohol Harm Reduction
Location	Wellington
Job band	17G
Security clearance	N/A
Date	May 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

The Public Health Agency and Mental Health Group is the lead advisor to the Government on public health and mental health matters. It houses the Ministry's key functions of strategy and policy for public and mental health, as well as Pacific health, and some regulatory functions in partnership with Regulatory Services. These functions are supported by a Surveillance, Insights, and Monitoring Unit, along with the Office of the Director of Public Health. The Group also hosts the Global Health Unit on behalf of the Ministry, including our Polynesian Health Corridors programme.



Position purpose – Kōrero mō te tūranga

The Senior Advisor provides high-quality advice and leadership on key work programmes within their area of expertise. This role contributes to strategic direction, leads or supports complex initiatives, and applies analytical and subject matter expertise to inform decision-making across the Ministry and wider health system. Senior Advisors foster collaboration, build capability, and ensure all work supports the Ministry's functions.

What you'll do – Ko tōu ake mahi

- Provide consistent high-quality advice and support, oversight and direction as required
- Lead the effective implementation of key pieces of work in a collaborative way across the team/Directorate/Ministry
- Lead the effective implementation of performance monitoring and evaluation, and reporting frameworks for key work programmes
- Provide leadership for projects and areas, working with others to ensure all work is well planned, using work planning tools and methods which includes taking strategic and tactical approaches to achieve results through high quality advice
- Contribute to the development and continuous improvement of processes, tools and frameworks within the wider team
- Build collaborative and positive relationships across the (team, group Directorate, Ministry, the wider health sector, government and other external stakeholders)
- Contribute to the development and delivery of public health policy initiatives focused on reducing alcohol-related harm, with a strong emphasis on equity and the determinants of health
- Contribute to cross-agency work and support coordination efforts to ensure coherent and integrated approaches to alcohol harm reduction
- 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

- Relevant tertiary qualification and/or equivalent experience
- Demonstrated experience in health and/or social sector policy, or system strategy, preferably within a government or regulatory context
- Understanding of the machinery of government
- Significant experience leading and delivering projects and initiatives, including hands-on project management experience, is strongly preferred. Experience



working at the frontline within the New Zealand health system will be an added advantage.

- Demonstrated experience supporting evaluation, monitoring, and assurance across system-level, funding-level, and provider-level activities is highly desirable.
- Proven experience providing high-quality secretariat support to governance or steering groups, including agenda planning, paper coordination, accurate minute-taking, and tracking actions and decisions, is strongly preferred.
- Knowledge and experience of working the alcohol harm reduction sector, particularly across areas supported through the alcohol levy, is desirable
- Proven organisational skills with the ability to think ahead, use initiative, establish priorities 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
- Strong written and oral 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:

Leading with influence	<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>
Engaging others	<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>
Achieving ambitious goals	<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>
Managing work priorities	<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>



Curious

Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.

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.