



Position Description

Senior Advisor

Team	Office of the Deputy Director-General
Group	Corporate Services
Manager	Manager, Office of the DDG
Location	Wellington
Job band (indicative)	17G
Security clearance	N/A
Date	April 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 is a strategic enabler for the Ministry of Health, providing the systems, services, advice and capability that lift organisational efficiency, performance and resilience. We ensure our people, processes and information are safe and well governed. Corporate Services delivers integrated enterprise leadership across people and capability, finance and performance, digital and information services, communications and Government services, and legal services.



Position purpose – Kōrero mō te tūranga

The Senior Advisor, Office of the DDG provides high-quality advice and leadership on key work programmes and products commissioned across Corporate Services. 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. The Senior Advisor will foster collaboration, build capability, and ensure all work supports the Ministry's functions.

What you'll do – Ko tōu ake mahi

- Provide high-quality, timely strategic and operational advice to the Deputy Director-General and senior leaders across Corporate Services to support effective decision-making
- Coordinate and drive delivery of priority work programmes across Corporate Services on behalf of the Deputy Director-General, ensuring alignment to organisational priorities, sequencing of work, and clear accountability
- Lead and support corporate governance processes, including machinery of government workflow and tracking briefing coordination, WPQ's, OIAs, Weekly Report items, proactive release cycle, assurance activities, performance reporting, and risk and issues management
- Champion best practice and fostering a culture of continuous improvement within the team and Corporate Services group
- 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 and Corporate Services group as required
- Build collaborative and positive relationships across the (team, group, Ministry, the wider health sector, government and other external stakeholders)
- 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 relevant field
- Demonstrated experience providing advice in complex, fast-paced environments, including experience supporting senior leaders and/or working in an executive or ministerial context.



- Sound judgement and attention to detail, with the ability to identify risk, respectively challenge assumptions, and provide robust quality assurance over senior-level advice and deliverables.
- 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
- A sound understanding of machinery of government
- 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.
- Ability to work in complex environments and with a wide range of diverse stakeholders that are internal and external to the Ministry

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	<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.