



Position Description

Advisor

Team	Executive Advisory & Ministerial Support
Group	Performance & Governance
Manager	Director – Executive Advisory & Ministerial Support
Location	Wellington/Auckland
Job band (indicative)	15G
Security clearance	N/A
Date	June 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 Performance & Governance group brings together the Ministry's monitoring, assurance, executive advisory and ministerial support functions, all of which are critical to lifting system performance, supporting effective decision-making, and maintaining Government and public confidence in the health system.

The Group is responsible for ensuring the Ministry understands how the health system is performing, identifies emerging risks and issues early, and provides clear, credible advice to Ministers and the Director-General. This includes monitoring the performance of Crown entities, the wider health system and significant work programmes, supporting high-quality



statutory appointments and strengthening accountability and governance across the system.

The Group also acts as the link at the centre of the Ministry, coordinating executive priorities, supporting Ministers' offices, and providing independent advice and assurance to the Director-General. Through these functions Performance & Governance helps align system performance, ministerial priorities and executive leadership, enabling, timely and coherent decision-making.

Position purpose – Kōrero mō te tūranga

The Advisor supports the delivery of high-quality coordination, analysis and advisory support across Director-General and Ministerial priorities. The role contributes to ensuring executive processes run effectively, supporting timely identification of issues and maintaining strong coordination across the Ministry.

The role is delivery-focused, working with guidance from Senior and Principal Advisers to contribute to robust, well-framed advice and effective follow-through on priority matters.

What you'll do – Ko tōu ake mahi

Support Director General priorities and line of sight

- Support tracking and coordination of Director-General priority matters, ensuring clarity on actions, ownership and progress
- Maintain awareness of key issues relevant to Director-General attention

Coordination and synthesis of advice

- Contribute to coordinating advice from across the Ministry
- Support preparation of briefings, summaries and updates for the Director-General
- Ensure information is clear, accurate and aligned to priorities

Issue identification and escalation

- Identify emerging issues and risks through engagement and analysis.
- Escalate matters to the Senior Adviser, Principal Advisers or the Director as appropriate, with clear context.

Support decision making processes

- Assist in preparing material for decision making, including draft briefings and supporting analysis
- Support testing of advice by identifying gaps, inconsistencies or risks

Internal coordination and follow through

- Support DG Advisory inbox triage and management
- Support coordination of cross-group matters requiring Director General visibility
- Track actions, decisions and commitments to ensure timely follow through



Governance and executive process support

- Support coordination of weekly reports to the Minister of Health
- Support effective operation of Director General and executive governance processes
- Contribute to maintaining clear information flows and documentation

Operate effectively in sensitive environments

- Work with discretion and sound judgement in confidential contexts
- Maintain professionalism and accuracy in fast-moving environments

Stakeholder engagement and coordination

- Build and maintain constructive working relationships with internal stakeholders
- Support effective engagement through clear communication and follow through

Continuous improvement and capability development

- Contribute to improving processes, tools and ways of working
- Seek opportunities to build capability and strengthen quality of advice
- Ensure all work reflects a commitment to equity and upholds Treaty of Waitangi obligations in planning, delivery, and stakeholder engagement

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 health or relevant field and/or equivalent experience
- Experience in policy, monitoring, regulatory, corporate or advisory environments
- Ability to analyse information, apply critical thinking and contribute to developing advice
- Sound judgement with the ability to work through ambiguity with guidance
- Strong relationship management skills and ability to work collaboratively
- Effective written and verbal communication skills, with attention to clarity and accuracy
- Developing political awareness and understanding of government processes
- Commitment to cultural competence, with a strong understanding of Treaty of Waitangi obligations and commitment to uphold these.

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 haumaru

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.