



Position Description

Coordinator

Team	Parliamentary and Official Information Advisory
Group	Corporate Services
Manager	Manager, Parliamentary and Official Information Advisory
Location	Wellington
Job band	13G
Security clearance	N/A
Date	July 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 Coordinator provides efficient and proactive coordination to support the delivery of the Ministry's work programme. This role manages planning, reporting, and logistics



across projects, programmes, or teams, and contributes to continuous improvement of systems and processes. Coordinators build strong relationships across the Ministry and with stakeholders, and ensure all work supports the Ministry's functions.

What you'll do – Ko tōu ake mahi

- Manage logging and filing across several different workflows.
- Assist the team to manage workflow, allocate and/or respond to correspondence.
- Coordinate requests for information and advice from Ministerial offices.
- Provide reporting, ensuring accuracy and updating systems as required.
- Coordinate resources, set up meetings, events, prepare agendas and take minutes.
- Prepare reports, responses and presentations.
- Contribute to the delivery of the work programme.
- Partner and collaborate with team members, providing support when required where possible.
- Manage own workload and peer review the work of other team members.
- Contribute to the continuous improvement and development of administrative processes, procedures and systems within teams and across the Group and Directorate.
- Follow standard/routine policies and processes as required.
- Build collaborative and positive working relationships with staff across the wider Ministry as well as all key stakeholders, internally and externally.
- Ensure all work reflects our responsibilities to the priority of equity and meeting Te Tiriti 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

- Previous experience in a coordination or administrative role providing support to a number of individuals or projects.
- Advanced skills in the MS Office Suite such as Outlook, Word, Excel, and Powerpoint.
- Proven ability to provide strong coordination support across multiple workstreams.
- Excellent ability to use initiative, prioritise, work under pressure with a high attention to detail in an ambiguous and dynamic environment.
- Excellent relationship management skills – able to establish, build and maintain respectful, effective working relationships with all stakeholders to accomplish goals.



- Strong and effective communication skills.

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.