



Position Description

Principal Advisor

Team	Strategic Finance
Unit	Finance and Performance
Group	Corporate Services
Manager	Manager Strategic Finance
Location	Wellington
Job band (indicative)	19G
Security clearance	Choose security clearance level
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 Principal Advisor provides expert analysis, strategic advice, and leadership on key programmes of work within their area of responsibility. This role contributes to the design and delivery of high-quality, evidence-informed advice, supports decision-making across the Ministry, and ensure all work supports the Ministry's functions.

What you'll do – Ko tōu ake mahi

- Lead and coordinate end-to-end financial advice for annual external Budget rounds, ensuring quality, consistency, and timeliness.
- Provide expert advice on Cabinet and Ministerial papers, including financial implications, costings, and fiscal risks.
- Provide financial technical expertise and data analysis to support executive level management with strategic prioritisation and decision-making.
- Lead complex costing and modelling work to support policy development, investment decisions, and funding proposals.
- Provide senior guidance and assurance to Finance colleagues and stakeholders on financial analysis and advice.
- Support the integration of financial advice across the combined team to ensure a coherent, joined-up service.
- Build strong relationships with internal and external stakeholders to support effective decision making and delivery.
- Work closely with senior management, the strategic policy function, teams in the wider Ministry, officials in health sector Crown entities, officials in other agencies, and officials from the Treasury and the Minister of Health's office in coordinating and supporting the development of the Budget package.
- Provide high quality written advice internally, and to Ministers, on Budget and appropriation-related matters.

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

- Qualified Chartered Accountant or hold a tertiary qualification in finance, economics, or other quantitative discipline.
- Excellent analytical skills combined with an ability to analyse detailed financial and non-financial data and provide related advice.
- Demonstrable experience in providing proactive, objective and high-quality financial advice, information and analysis, and interpretation, of business performance issues.



- Excellent relationship management and communication skills with the ability to relate to a wide range of internal and external stakeholders.
- Strong team player with the ability to collaborate and support team objectives.
- Experience in coaching staff to ensure high standards in customer service, and the quality of outputs .
- The ability to operate and perform in a dynamic, high performing and evolving environment.
- Proven ability to work under pressure and with little supervision to meet deadlines, set and manage competing priorities and meet the requirements of a range of stakeholders.
- Excellent written and oral communication skills, particularly the ability to communicate clearly, concisely and in plain language.
- High standards of professionalism.
- Performance driven.
- Experience working in the processes of Government is preferred, along with a sound knowledge of guidelines that apply to financial management and accounting in the public sector.
- A deep understanding of, and commitment to, Te Tiriti o Waitangi obligations.
- Commitment to improving equity in health outcomes.

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 **‘Technical Leader’** category, and the following capabilities outline what is required to be successful in this category:

Leading strategically	<i>Develop and implement strategies that position your technical area to meet future needs, aligning initiatives with organisational priorities and engaging others in a clear and compelling vision.</i>
Leading with influence	<i>Communicate with authority and clarity to influence decisions, inspire confidence, and gain buy-in for complex technical initiatives across teams and stakeholders.</i>
Enhancing organisational performance	<i>Drive innovation and continuous improvement within your technical area to strengthen organisational performance and deliver sustainable outcomes.</i>



Engaging others	<i>Build strong relationships by connecting with stakeholders, listening actively, and adapting your approach to foster collaboration and trust across technical and non-technical audiences.</i>
Achieving ambitious goals	<i>Show determination and optimism to achieve challenging technical objectives, focusing on opportunities and solutions that deliver significant impact.</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