



# Position Description

## Senior Advisor

|                           |                                        |
|---------------------------|----------------------------------------|
| <b>Team</b>               | Polynesian Health Corridors            |
| <b>Group</b>              | Public Health Agency and Mental Health |
| <b>Manager</b>            | Lead, Non-Communicable Disease         |
| <b>Location</b>           | Wellington                             |
| <b>Job band</b>           | 17G                                    |
| <b>Security clearance</b> | N/A                                    |
| <b>Date</b>               | 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

**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, Non-Communicable Diseases, will provide expert advice, guidance and direction, to support implementation of the Non-Communicable Diseases Pillar programme plan. The Senior Advisor will help deliver the objectives of the Polynesian Health Corridors programme to Polynesian countries.

## **What you'll do – Ko tōu ake mahi**

- Provide technical advice and lead non-communicable disease activities, working collaboratively with Polynesian countries, stakeholders, regional development partners, and delivery partners/suppliers.
- Lead and advise on NCD pillar implementation, with a focus on planning and delivery of health system strengthening activities (including cancer control and mental health).
- Manage commissioning activities for the NCD pillar, including procurement processes, contract management, and supplier relationships.
- Contribute to the effective implementation of NCDs pillar performance monitoring and evaluation, and reporting frameworks for the PHC programme.
- Work with others to ensure all activities are well planned, using PHC programme tools and methods, which includes taking strategic and tactical approaches to achieve results.
- 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).
- Ensure all work reflects our responsibilities to the priority of equity and meeting Treaty of Waitangi obligations

It is our expectation that cross-pillar ways of working will be established through this process.

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**

- Strong experience and/or qualifications in public health, international development, Pacific health, health system management, cancer epidemiology, mental health, population/global health, health information systems, health sciences, or relevant fields.
- Understanding of and experience with non-communicable disease programmes (including cancer control and mental health) in New Zealand and Pacific regions.



- Senior experience in leading end-to-end health system strengthening activities, from concept and design through to implementation and monitoring/evaluation.
- Pacific public health experience and familiar with Polynesian countries' health and development issues and the connections to Pasifika communities in New Zealand
- Demonstrated knowledge of the machinery of government and political processes
- 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:

|                                  |                                                                                                                                                                                                 |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Leading with influence</b>    | <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> |
| <b>Engaging others</b>           | <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>  |
| <b>Achieving ambitious goals</b> | <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>     |
| <b>Managing work priorities</b>  | <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>                 |
| <b>Curious</b>                   | <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.