

Job Description | Te Whakahuatanga

Job title	Ministerial Writer		
Group	Performance and Governance		
Reporting to	Kaiwhakahaere Manager, Ministerial and Executive Services		
Location	Wellington Office		
Direct reports	N/A	Security clearance	N/A
HR delegation	N/A	Finance delegation	N/A
Salary band	Band 16	Date	December 2024

Public Service Purpose | Te Aronga o te Ratonga Tūmatanui

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa I āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko I te Karauna I runga I āna hononga ki a ngāi Māori I raro I te Tiriti o Waitangi. Ka tautoko mātou I te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui I roto I ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>).

Enabling a transport system that connects New Zealand – The Ministry of Transport’s purpose

We are the Government’s system lead on transport. We provide advice about how the transport system needs to change to support the New Zealand economy and the transport needs of New Zealanders. Our purpose is to enable a transport system that connects New Zealand. You can find out more about the Ministry of Transport at (<https://www.transport.govt.nz/about-us/>)

Our values | Ngā uaratanga matua

Integrity

—
Tapatahi

Excellence

—
Kairangi

Collaboration

—
Mahi tahi

Performance and Governance

The Performance and Governance Group is responsible for ensuring the Ministry's operations are aligned to our strategic priorities and delivered in an efficient and transparent way. The Group uses a combination of its planning, governance, monitoring, and reporting roles to achieve this. The Group also provides private secretary support to the Minister of Transport and delivers priority projects, sponsored by the Chief Executive.

Within the group, the Ministerial and Executive Services team is responsible for the Ministry's corporate accountability, planning and reporting, and official correspondence functions. As lead and steward of these functions, the team works proactively with all parts of the Ministry to enable and support compliance and drive better outcomes from our work.

Ministerial Writer

The Ministerial Writer is responsible for preparing the Ministry's responses to ministerial correspondence.

What you will do | Te mahi

This role is responsible for:

- Drafting high quality Ministerials for the relevant Minister that meet quality and timeliness requirements.
- Liaising with policy teams to source subject matter content for inclusion in correspondence.
- Ensuring business intelligence from Ministerial correspondence is shared with appropriate business groups.
- Working with the Coordinators to ensure correspondence is logged and processed appropriately to inform accurate reporting.
- Assisting with preparing responses to correspondence received by the Ministry of Transport.
- Providing backup / support to other positions within the Ministerial and Executive Services team.

The duties and responsibilities in this document are not exhaustive. The incumbent may be required to perform other work which is consistent with the nature of the role.

Who you will work with | Tou kapa

Internal	External
Senior Leadership Team	Transport Sector Crown Entities
Director, Sector Strategy	Professional bodies
All Managers and staff	External providers/consultants
	Public Sector Departments including the Treasury and Stats New Zealand

What you will bring | Te mea e mauria mai e koe

- Proficient in drafting responses to ministerial and other correspondence.
- Understanding of machinery of government processes and relevant legislation (including Public Services Act 2020, Crown Entities Act 2004, Official Information Act and Public Finance Act 2004).
- Experience and demonstrated capability in building and maintaining effective working relationships and excellent stakeholder management skills.
- Excellent writing skills, experience and demonstrated ability in successfully interpreting and communicating effectively to diverse audiences.
- Experience operating in a fast paced and changeable work environment, demonstrating your agility to respond.
- Proficiency in Microsoft Office tools and products.
- Excellent time management, including an ability to handle high flows of information and work under pressure.

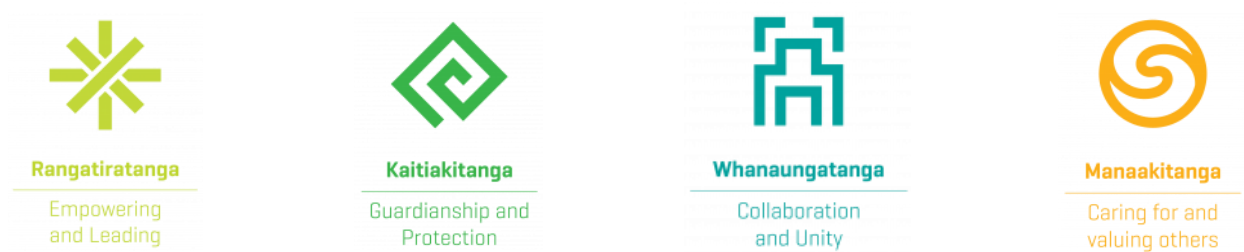
- A relevant tertiary qualification or extensive equivalent experience.

The Ministry of Transport's Māori Strategy | Hei Arataki

Hei Arataki has been developed to improve transport outcomes for Māori. Hei Arataki acknowledges that New Zealanders are not flourishing if Māori are not flourishing and sets out our strategy direction to identify issues and opportunities for Māori in transport policy design and delivery.

<https://www.transport.govt.nz/assets/Uploads/Paper/HeiAratakiMaoriStrategy-1.pdf>

Hei Arataki is underpinned by the following Guiding Principles | Ngā Mātāpono:



Diversity and inclusion | Te rereketanga me te whakauru

We want our workforce to increasingly reflect the communities we serve. The Ministry welcomes and supports people diverse backgrounds including people of all gender identities, ages, ethnicities, sexual orientations, disabilities and religions. A requirement of this role is to actively support and promote our diversity and inclusion principles.

Your health, safety and wellbeing | Te hauora, haumaru me to orange

At the Ministry we expect all employees to:

- work safely and take responsibility for keeping self and colleagues free from harm
- report incidents and hazards promptly
- know what to do in the event of an emergency
- ensure personal health and safety standards are adhered to when at work or offsite when working.

Performance Expectations | Mahi, he aha te mea e tumanakohia ana

We are a high performing organisation. This position is covered by the performance expectations of a Adviser. Roles at this level play a vital role toward achieving his goal. Clear expectations and being accountable for meeting them is crucial for Adviser's own success and in empowering people to achieve their expectations. These expectations outline what is expected to be a successful Adviser (or equivalent) within the Ministry of Transport.



Leadership Success Profile – capabilities | Pūkete Arataki Whaihua

We use the Leadership Success Profile (LSP) to help guide our people, including those not in management positions, towards the skills and capabilities needed for success within the Ministry and across the public sector.

