

Job Description | Te Whakahuatanga

Job title	Adviser Ministerial and Executive Services Kaitohutohu		
Group	Performance & Governance		
Reporting to	Manager Kaiwhakahaere		
Location	Wellington Office		
Direct reports	N/A	Security clearance	N/A
HR delegation	N/A	Finance delegation	N/A
Salary band	Band 15	Date	October 2025

Public Service Purpose | Te Aronga o te Ratonga Tūmatanui

The public service supports constitutional and democratic government, enables both the current Government and successive governments to develop and implement their policies, delivers high-quality and efficient public services, supports the Government to pursue the long-term public interest, facilitates active citizenship, and acts in accordance with the law.

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 | Te whakaahei i te punaha waka e hono ana i a Aotearoa

We are the Government’s system lead on transport. We inform and advise the government on current and long-term transport issues by providing policy and investment advice to Ministers, leading regulatory reform, and monitoring the performance of the transport agencies that regulate or deliver transport services that New Zealanders rely on every day. 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
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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.

transport.govt.nz | hei-arataki.nz

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.

The Ministerial and Executive Services team's primary responsibility is to provide consistent, high quality and timely corporate accountability, planning and reporting, and correspondence.

Adviser Ministerial and Executive Services

The Adviser Ministerial and Executive Services works closely with the wider team to deliver high quality and timely advice and services to Ministers, Ministry of Transport senior leaders and staff, as well as the public. This includes managing, processing and drafting responses to Official Information Act (OIA) requests and drafting responses to ministerial correspondence and written Parliamentary Questions (WPQ's)

What you will do | Te mahi

This role is responsible for:

- Leading and supporting the preparation of high quality and timely responses to official correspondence, parliamentary questions and OIA requests, including managing internal engagement and consultation with relevant parties that are compliant with the Official Information Act and any other relevant legislation.
- Coordinate the effective, secure and timely flow of requests to meet applicable deadlines and quality and performance standards, providing advice and support as needed
- Assist with scoping requests and assessing relevant information
- Engaging across the Ministry to provide advice and support about the processes and requirements relating to OIA requests, parliamentary questions and Ministerial correspondence
- Compiling the Weekly Report for the Minister
- Supporting Select Committee processes
- Assist in peer review of work to ensure quality and consistency
- Monitor and follow up on deadlines and queries with appropriate Ministry staff
- Ensure communication is appropriate for and understood by the intended audience
- Monitor performance, highlighting any areas of concern to support early identification and resolution.
- Efficiently manage the proactive release of information.
- 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
Ministerial and Executive Services team	Minister and Associate Minister and their offices
Senior Leadership Team	Other Government agencies
All managers and staff	

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

- Experience in responding to OIA requests, information requests and releases, and official correspondence
- Experience providing advice to Senior Leaders and Ministers including the development of briefings and internal memorandums.
- Understanding of machinery of government processes and relevant legislation (including Public Services Act 2020, Crown Entities Act 2000, Official Information Act and Public Finance Act 2004).
- Experience in building and maintaining effective working relationships and excellent stakeholder management skills.
- Proficient writing skills, experience and demonstrated capability in successfully communicating effectively to diverse audiences.
- Proficient 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 oranga

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. A key part of this is being clear about roles and expectations. The Ministry of Transport expectations of Advisers are set out below. This is a multi level position, allowing for visible and clear career progression at the Ministry of Transport.

An individual appointed to an Adviser position as a recent graduate will be developing towards the expectations and selection criteria. Recent graduates will be remunerated at a graduate remuneration step for 12 months.

A fully capable Adviser Level 1 is expected to demonstrate consistent performance across the Ministry's expectations framework.

An Adviser Level 2 will demonstrate added depth and breadth across multiple projects and/or policy portfolio areas.

Advisers and their managers share responsibility to use these expectations to support an Adviser's performance and development. The intent is to clarify, make visible and clearly communicate expectations to ensure common understanding and consistency.



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.

HONEST & COURAGEOUS

Deliver the hard messages and makes difficult decisions in a timely manner to advance the longer term best interests of customers and New Zealand.

CURIOUS

Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspective – to make fit for purpose decisions.

SELF-AWARE & AGILE

Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people.

RESILIENCE

Show composure, grit, and a sense of perspective when the going gets tough – to help others maintain optimism and focus.