

Coordinator Parliamentary & Ministerial Engagement

Te Whakaaturanga Tūranga | Position Description



Ki te puāwai te ahurea, Ka ora te iwi | Culture is thriving, the people are well

He manatū iti, he mana whānui, he toronga whānui, he manawa nui anō hoki tēnei e karanga atu nei. Nau mai, tomo mai, kia rongo ai tāua i ngā tākirikiringa o te whatumanawa o tō tāua tuakiritanga ā-motu.

An invitation from a small ministry, with a broad mandate, a wide reach and a big heart. Come in, let us all get a sense of what speaks to the heart of our national identity.

Coordinators bring huge capacity and willingness to learn. You are exposed to a range of work and quickly develop foundational knowledge of underlying processes and approaches. With guidance you apply what has been learnt and deepen your practical knowledge and experience. You reliably support the team by accurately performing tasks, co-ordinating activities, taking the initiative to learn new things, and help out others.

Mō te ratonga tūmatanui | About the Public Service

Ka mahitahi mātou o te ratonga tūmatanui 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 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 a 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.

Aronga mahi | Work focus

Reporting Line	You work in Te Iho Corporate Services Group reporting to Pou Arataki o Te Pae Ratonga Pāremata Manager Parliamentary & Ministerial Engagement
Direct Reports Accountability	Nil
Financial Accountability	Nil
This position requires	Confidential security clearance

Te whāinga me te putanga | Purpose and outcome

This role supports the smooth and efficient flow of information and correspondence between Manatū Taonga, the public, and Ministers, supporting the Ministry to meet stakeholder expectations and regulatory requirements.

You ensure you are applying a Te Ao Māori lens to our mahi and seek to improve outcomes for Māori and support Māori-Crown relationships.

Te horopaki me ngā kawenga | Context and responsibilities

Working alongside your colleagues you support the full breadth of parliamentary and ministerial engagement, enabling seamless processing of incoming and outgoing Ministerials and official work to a high standard.

You also provide support in the preparation of internal and external publications and reports.

You support preparation of high-quality Ministerial correspondence and documents including status reports, Ministerials, Aides Memoirs, responses to Official Information Act requests, Written Parliamentary Questions, Select Committee information, Ministerial and departmental correspondence, and speeches.

You ensure all official correspondence and ministerial related products are logged, well tracked and timeframes (often requiring a quick turnaround) are met. You provide support on document preparation and standards, practices and processes, and protocols for communicating with Ministers' offices.

You support the development and improvement of best practices, ensuring ways of working are robust and easy to implement.

You coordinate data collation and reporting for the Parliamentary and Ministerial Engagement team, providing insights on trends and general analysis.

Ngā hononga | Relationships

Internal

- Other Parliamentary & Ministerial Engagement team members
- All levels of Ministry staff.

Across the system

- Minister's offices.

Ngā wheako me ngā tohu mātauranga | Experience and Qualifications

In addition to the skill requirements outlined at the end of the position description the following experience and qualifications are specifically required for this position:

- Intermediate to advanced skills in the Microsoft suite
- Experience in the public sector or equivalent experience
- Sound knowledge of the machinery of government
- Excellent written and oral communications skills
- Strong attention to detail and a high level of organisation
- Sound judgment and the ability to identify and escalate key risks appropriately
- Ability to work under pressure without compromising quality, including managing competing priorities and deadlines.

Te tū angitu i roto i tēnei tūranga | Being successful in this role

You are consistent and accurate while working at pace when delivering your work. You approach all tasks positively and willingly – whether planned or last minute. While you operate effectively in the ‘now’, you add further value by looking ahead to see what needs to be done and lending a hand to get it done.

Ngā āheinga me ngā kawatau Capabilities and Expectations

Sometimes we may recruit for specific subject matter expertise or sector knowledge to ensure continuity of skills, knowledge and credibility across Manatū Taonga in the public sector, culture and heritage sector, and te ao Māori. We may also recruit to encourage a diverse workforce that reflects New Zealand communities. Regardless of your area of focus, knowledge and background, the underlying skills and capabilities you bring to Manatū Taonga at this level are comparable with others at a similar level.

We focus on four key leadership capability areas. Below we’ve summarised what we expect from you, so that you contribute to Manatū Taonga’s direction, stewardship, talent development and achievements. It’s not an exhaustive list.

Te Whakahaere o te Tuku | Delivery Management

We want you to do things like this:

1. Actively and constructively learn about how the work in your area is done

2. Understand the context of your work within the wider organisation
3. Build foundational knowledge across all aspects of your work. Start to apply knowledge in straight-forward settings, adapting your way of working with guidance from others
4. He hononga tangata: Know what it means for the work you do as Manatū Taonga connects the New Zealand public and Māori culture in designing and developing work
5. Support the team by taking responsibility for transactional tasks as a way of 'learning the ropes'
6. Complete straight-forward work accurately. Know when to ask questions or seek clarification
7. Manage your workload and work-life balance, being flexible in your approach as you juggle priorities and competing demands
8. Pro-actively offer to support others when you see they need assistance

Te Whakahaere Parapara | Talent Management

We want you to do things like this:

1. Participate constructively in Manatū Taonga's coaching and development. Take responsibility for identifying 'stretch' goals and for meeting agreed delivery and development commitments reflecting Manatū Taonga's values
2. He ngākau titikaha: Build confidence and capability in te reo, tikanga and the Treaty of Waitangi. Explore opportunities to practice with others in a safe environment.
3. Develop and improve your own performance standards, and work collaboratively with others to improve team performance
4. Contribute to a positive organisational culture, demonstrating our values and behaviours and encouraging flexible ways of working
5. Take every opportunity to learn, and be ready to learn from others
6. Be ready to adapt and take the initiative, stepping in if you see help is needed beyond your own area of work

Te Hautūtanga ā-Pūnaha | Systems Leadership

We want you to do things like this:

1. He hononga Tiriti: Understand how Manatū Toanga is engaging with our Treaty partners and why this is important. Work with others to apply this to your work.

2. Build and maintain connections with key people across the organisation, and build awareness of external networks
3. See how your work connects with and supports the wider organisation
4. Think about work from a system perspective. Initiate critique, discussion and generation of ideas about how work could be enhanced
5. Present work to broad internal audiences, framing a position clearly, understanding the user's perspective, and capturing feedback
6. Keep up with latest practices and developments in your field of work—use them, share them, and suggest adopting those that could improve the way we do things

Hautūtanga Rautaki | Strategic Leadership

We want you to do things like this:

1. Understand the strategic context for your work, the team's work, and more broadly across the organisation
2. Participate constructively in discussions about the team's plan in relation to Manatū Taonga's direction
3. Be able to discuss credibly with internal audiences how your work is connected to the strategic direction
4. He hononga Tiriti: Understand how the evolving Māori–Crown relationship and the Crown's Treaty obligations inform and shape your advice
5. Contribute to the discussion about how we position ourselves to deliver to diverse New Zealand communities

Te āhua whaiaro | Personal character

Honest and courageous

Willing to be open and confident to share thoughts; sees the benefit in raising what may be perceived as difficult conversations

Curious

Show curiosity, flexibility, and openness in the way you approach your work

Self-aware and agile

Be aware of your strengths and weaknesses, looking for ways to improve skills and adapt approach; adapt well in a changing environment

Resilient

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

Ngā pūkenga – me matatau koe ki ēnei mea | Skills – what you must do well

- Communicate and engage well in person and in writing
- Pro-actively build and maintain effective working relationships
- Apply analytical 'know-how'
- Apply knowledge of te reo, tikanga and the Treaty of Waitangi, or have the willingness and commitment to learn
- Develop plans to implement pieces of work to a successful conclusion
- Use your judgement to prioritise work, think ahead and manage time effectively
- Be a self-starter who can operate independently as well as collaboratively

I have read and agree to the position description as detailed above.
