

GENERIC SECONDED PRIVATE SECRETARY JOB PROFILE

Key Responsibilities/Tasks

- Provide policy advice and analysis on portfolio issues
- Read, check and quality assess policy advice from the agency and where appropriate summarise to help facilitate clarity and decision-making
- Action, manage and monitor Ministerial requests and directives to the agency to ensure appropriate and prompt action and/or reply, including arranging appointments for appropriate officials to attend on the Minister as requested
- Promptly present to the Minister all agency reports, submissions, briefings, correspondence, oral/fax messages which require appropriate action or direction
- Promptly advise the agency of the Minister's decision on information submitted for consideration or action, together with any associated Ministerial feedback, and ensure the Minister is aware of the agency's position on policy issues
- Ensure the prompt processing of correspondence received by the Minister to enable the agency to prepare Ministerial replies within required timeframes
- Undertake to draft appropriate correspondence as required
- Provide promptly to the agency Cabinet/Cabinet Committee decisions and other relevant material received from Cabinet Office
- Ensure the Minister's senior staff are kept informed of the major issues relating to the Minister's portfolio responsibilities
- Attend agency briefings/other relevant portfolio meetings with the Minister to ensure on-going understanding and management of issues, effective liaison and relationships development and to record and action any follow-up requirements, including briefing the agency
- Liaise closely with the agency to ensure Parliamentary Questions are actioned promptly and draft answers meet the agreed standards and specifications, the Minister's preferences and the specific timeframes required
- Monitor closely with the agency and the Minister's Press Secretary requests for the preparation of speech notes and information for media statements to ensure set timeframes are achieved
- As required co-ordinate appointments to the statutory bodies coming under the Minister's portfolio

- In consultation with the agency monitor and review the production of draft legislation in accordance with the Government's annual legislation programme
- Provide assistance and support to the Minister at meetings/briefings/ conferences as required
- Establish and maintain good working relationships with all staff in the Minister's office and with other Ministerial offices and the Cabinet Office
- Attend meetings with agency staff to help explain new Ministerial procedures, activities, requirements and preferences
- Liaise with the Senior Advisor and Press Secretary to prepare possible Parliamentary Questions
- Assess responses to information relating to Official Information Act (OIA) requests pertaining to the relevant portfolio/s in consultation with the Minister and Ministerial Advisor
- Be aware of and monitor portfolio work being undertaken by MPs on Select Committees responsible for dealing with issues and legislation in the relevant portfolio/s
- Other duties as directed by the Minister or Senior Private Secretary

Key Relationships (external and internal)

You will need to establish and maintain effective working relationships with:

- Minister
- Senior Private Secretary, Ministerial Advisor, Press Secretary and other Minister's office staff
- CEO, Managers and relevant staff in government departments
- Staff in other Ministers' offices
- Ministerial Services staff
- Cabinet Office staff
- Electorate Office staff
- Government Whips' office
- Members of Parliament
- Parliamentary Counsel office
- Members of the public/Minister's constituents

Position Description

Assistant Advisor: Executive & Ministerial Services (EMS)

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Position Description

Reports to: Manager Executive & Ministerial Services (EMS)

Direct reports: Nil

Location: Police National Headquarters: Executive & Ministerial Services

Is non shift work/shift work involved? non shift work

Remuneration range: Band [REDACTED]

Position title: Assistant Advisor: Executive & Ministerial Services (EMS)

Position applies to: Police Employee

Other Requirements

[REDACTED]

Purpose

To provide dual advisory and administrative support services to [REDACTED] the Minister of Police. It is envisaged this position will be located [REDACTED] 50% at the Office of the Minister of Police.

Key Accountabilities

1. Service Delivery

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

- Administrative Support Services in the Office of the Minister of Police
- Providing assistance to the Minister and Police Private Secretary, including:

[REDACTED]

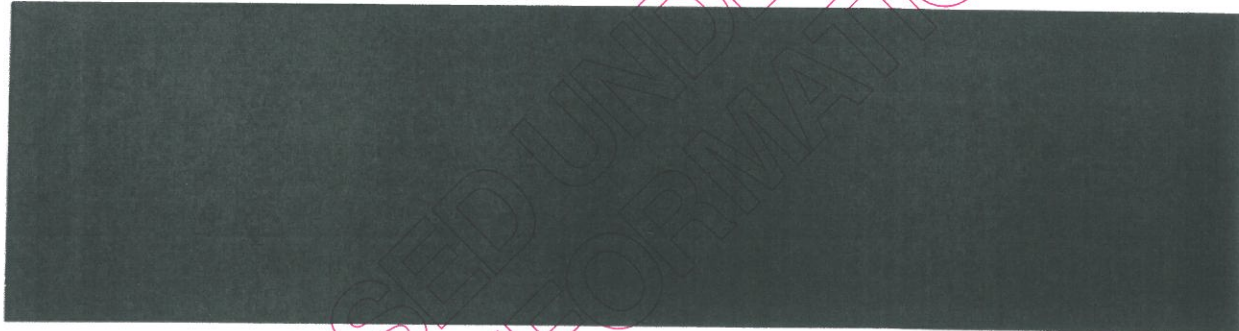
- o Reviewing correspondence from members of the public to the Minister.
- o Writing acknowledgment letters and transferring queries when appropriate.
- o Responding to inquiries from members of the public.
- o Drafting letters for the Police Private Secretary and the Minister.
- o Assisting the Police Private Secretary respond to questions from the Minister and his/her staff.
- o Liaising with staff from the Ministers offices about ministerial correspondence.
- o Maintaining document tracking databases on correspondence and briefings.

2. Team Work

- Works effectively as a member of the group and wider police organisation.
- Contributes in a positive manner to the setting and achievement of team goals and standards.
- Uses interpersonal skills effectively in group or individual situations.
- Actively participates in and encourages a team approach through the Group.
- Manages time effectively and works with others to achieve optimum resource use and "best results" for the organisation, and to ensure consistency of approach.
- [REDACTED]

3. Relationship Management

- Proactively develops and maintains partnerships and relationships across the New Zealand Police organisation and externally, continually working to exceed customer expectation.
- Proactively develops and maintains strong partnerships and relationships with staff from the Ministers office.
- Develops an understanding of roles and responsibilities with key relationships.
- Takes a constructive approach to Group activities.



Notes

