



Job Title	Private Secretary
Reports to	Head of Ministerial Services
Location	Wellington
Last reviewed	July 2025
Delegations	None

About the Ministry

The Ministry for Regulation (the Ministry) is a small government agency with a big job to do. The Ministry works to improve the efficiency and effectiveness of regulation and regulatory systems for New Zealanders by:

- Ensuring the quality of new regulation
- Improving the functioning of existing regulatory systems
- Raising capability of those who design and operate regulatory systems
- Providing continuous and enduring improvement of the regulatory management system.

Our values



We make a difference
Ka whakaaweawe tātou



We empower
Ka whakamana tātou



We are courageous
Ka whakamanawanui tātou



We put people at the centre
Ka manaaki tātou

About the team

The Organisational Enablement business group is responsible for delivering essential corporate support and enabling functions to ensure the Ministry operates smoothly and effectively. It includes pivotal functions that are integral to supporting the Ministry's core activities, such as Ministerial Services, People and Operations, Legal and Finance, Digital and Insights, and Engagement and Communications. Together, these functions maintain the Ministry's operational efficiency, facilitate strategic decision-making, and ensure compliance.



About the role

The Private Secretary is a trusted advisor and key liaison within the Ministerial Services team, providing high-quality support to the Minister, Ministerial Office staff, and associated Government Agencies. As a Ministry employee working in the Minister's Office, this role is responsible for the delivery of quality strategic policy and operational advice, managing communications, and ensuring effective relationships between the Minister and the Ministry.

The Private Secretary must have a strong understanding of matters relating to the ministerial portfolio and the ability to navigate a busy and often changing environment with confidence and sound judgement.

About you

- A relevant tertiary qualification and/or proven experience in a similar role
- Proven experience working within a complex and politically sensitive environment, with a good understanding of the machinery of government and government processes
- Excellent organisational skills, attention to detail, and the ability to manage ministerial correspondence and priorities
- Excellent interpersonal skills and the ability to build relationships, collaborate, and effectively influence individuals at all levels
- Strong self-management skills, including the ability to respond effectively under pressure, manage competing priorities, and adapt to changing circumstances
- Exercises sound judgement and decision making, demonstrating a high level of initiative and discretion in a fast-paced political environment
- A good understanding of political dynamics, public opinion, and the broader policy context for providing strategic advice and navigating complex political environments
- Sound knowledge and understanding of the legislative and regulatory environment, including the management of official information
- Knowledge and understanding of Te Tiriti and the Treaty Principles, and a strong interest in developing knowledge of tikanga/kawa and Te Reo
- Ability to hold a NZ Government National Security Clearance.

Key Accountabilities

Ministerial Services	<ul style="list-style-type: none">• Be the point of contact for the Minister and their office, managing workflow to ensure timely and accurate handling of all ministerial correspondence, briefings and meetings• Provide high-quality departmental advice in relation to the Minister's portfolio
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	<ul style="list-style-type: none">• Anticipate the needs of the Minister and act in accordance to ensure there are ‘no surprises’• Liaise between the Minister and the Ministry to provide clear updates on the Minister’s views, decisions and priorities• Ensure the Ministry provides high quality advice and recommendations that effectively address the Minister’s feedback on portfolio matters• Oversee the delivery of advice from the Ministry to support the Minister’s responses to Official Information Act requests and written parliamentary questions• Liaise with the Minister’s office and Ministry to support the preparation of Parliamentary Questions.
Relationship Management	<ul style="list-style-type: none">• Clear and confident communication with stakeholders at all levels• Build strong and effective working relationships with the Minister and Ministerial office staff• Develop and maintain a network of contacts across Parliament the Ministry, and other relevant agencies• Influence stakeholders within the Minister’s office or Ministry to support changes in direction when needed• Anticipate stakeholder needs, ensuring appropriate consultation where required.
Administration and Support Services	<ul style="list-style-type: none">• Manage a high workload, prioritising tasks, and maintaining focus in a fast-paced environment• Ensure timely and accurate handling of Ministerial correspondence to meet deadlines and support Ministry obligations• Maintain and oversee systems for managing Ministerial correspondence, Parliamentary Questions, and Official Information Act requests• Coordinate meetings to ensure the Minister is well supported, including organising attendance and preparing necessary material• Ensure the Minister is well briefed with quality material, and that follow up actions are completed promptly and to a high standard.



Risk Management	<ul style="list-style-type: none">• Identify potential risks, developing mitigation strategies in consultation with the Minister and other staff where potential risks are identified• Advise the Ministry of any risks identified• Assess and address any conflicts of interest, working with the Ministerial Office and Ministry to develop and implement appropriate management plans• Work on a “no surprises” basis and ensure your manager is kept well informed of progress, issues and risks.
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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.

Key relationships

Internal

- Ministerial Services team
- Members of the Senior Leadership team
- Managers and kaimahi across the Ministry

External

- Government Ministers and their staff
- Other Central Agencies
- Senior executives and kaimahi in other government departments
- Key stakeholders/industry groups

Health, Safety and Wellbeing

The Ministry for Regulation is committed to providing a healthy and safe work environment and safe management practices for all employees. Employees are expected to share this commitment as outlined in the Health and Safety at Work Act by taking all practicable steps to ensure their safety at work and that no action or inaction, causes harm to others while at work.

Changes to Position Description

Positions in the Ministry may change over time as the organisation evolves and priorities change. Job descriptions may be updated accordingly to reflect those changes in consultation with you.