



<b>Job Title</b>	Advisor, Communications and Engagement
<b>Reports to</b>	Head of Communications and Engagement
<b>Band</b>	15
<b>Location</b>	Wellington
<b>Last reviewed</b>	June 2026
<b>Delegations</b>	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 Communications and Engagement, Ministerial and Strategic Services, People and Operations, Legal, Finance, and Digital and Insights. Together, these functions maintain the Ministry's operational efficiency, facilitate strategic decision-making, and ensure compliance.



## **About the role**

The Advisor, Communications and Engagement will play a critical part in supporting the wider team with the delivery of strategic communication and stakeholder engagement activities across the Ministry, with both an internal and external focus.

The role requires a communications and engagement professional who can operate confidently across a wide remit. This includes producing content for diverse audiences, supporting channels, social media and digital platforms, including publishing and community management. Additionally, the role involves measurement and evaluation, media monitoring, supporting stakeholder engagement and relationship management, event management and internal communications.

## **About you**

- A relevant tertiary qualification and/or proven experience in an engagement, communications, or a related role
- Previous experience working in a public sector agency is desired
- A skilled and engaging writer adept at communicating with a variety of audiences across different channels
- Experience in creating web content and other forms of digital content
- Experience in developing and implementing tactical communications plans
- Skilled in organising and prioritising work to ensure effective execution
- Innovative and creative in addressing issues and challenges as they arise
- Able to work effectively both as a team member and independently when needed
- Ability to build and maintain strong relationships with a variety of people
- An awareness of cultural diversity when delivering engagement and communication activities



## Key Accountabilities

<b>Best practice communications and engagement</b>	<p><b>Engagement:</b></p> <ul style="list-style-type: none"><li>• Assist the Communications and Engagement team with stakeholder engagement support as required.</li><li>• Manage stakeholder databases.</li></ul> <p><b>Internal Communications:</b></p> <ul style="list-style-type: none"><li>• Manage the content schedule for the Communications and Engagement team</li><li>• Support the Communications and Engagement team in managing the Ministry's visual identity</li><li>• Enhance and manage the Ministry's internal channels, including publishing on the intranet</li><li>• Oversee the compilation of data and insights from internal channels</li><li>• Manage the Communications and Engagement team's photo library</li><li>• Plan, produce and publish content</li><li>• Communications planning, including event management.</li></ul> <p><b>External Communications:</b></p> <ul style="list-style-type: none"><li>• Assist the Communications and Engagement team to manage the Ministry's social media channels</li><li>• Support the Communications and Engagement team in managing the Ministry's digital channels, including website publishing</li><li>• Oversee the compilation of data and insights from external channels</li><li>• Prepare and publish content as required</li><li>• Coordinate the production of content and publications, ensuring the appropriate application of visual identity as required.</li></ul> <p><b>Media:</b></p> <ul style="list-style-type: none"><li>• Oversee the Ministry's media monitoring and reporting process, including conducting research and preparing reports as required</li><li>• Manage the Ministry's media inbox, ensuring logs are maintained and reporting requirements are met.</li></ul> <p><b>Team support:</b></p> <ul style="list-style-type: none"><li>• Support the team with knowledge management processes</li><li>• Assist the team in managing shared inboxes.</li></ul>
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<b>Health, safety and wellbeing</b>	<ul style="list-style-type: none"><li>• Contribute to the Ministry's Health and Safety systems and practices and support a strong safety culture</li><li>• Take all practical steps to ensure your own safety and the safety of others in the workplace</li><li>• Give consideration to conditions that affect own and others' health, safety and wellbeing</li><li>• Take a proactive approach to managing your own and others' wellbeing.</li></ul>
<b>Group and team contribution</b>	<ul style="list-style-type: none"><li>• Behave in a way that aligns with the Ministry's values</li><li>• Contribute to an inclusive, trusting and respectful team environment</li><li>• Work with your people leader/colleagues to deliver against organisational priorities, and to further the objectives of the team</li><li>• Use team process effectively.</li></ul>
<b>Customer focus</b>	<ul style="list-style-type: none"><li>• Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations, and across the Ministry</li><li>• Represent the Ministry and coordinate cross-agency initiatives within own area of responsibility as required.</li></ul>

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**

- Managers and kaimahi across the Ministry

### **External**

- Other government agency communications and engagement teams
- 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.