

REPORTS TO	LOCATION	DIRECT REPORTS	GROUP
Director Board & Ministerial, Kaihautū Poari me Minita	Wellington	Nil	Strategy, People and Partners

“Our purpose is to grow companies internationally – bigger, better, faster – for the good of New Zealand”

“Tā mātau whai kia whakakaha kamupene – kia nui ake, kia pai ake, kia tere ake – mō Aotearoa ngā whiwhinga”

WHY IS THIS ROLE IMPORTANT? | TE MANA Ō TE MAHI?

To support the relationship between New Zealand Trade and Enterprise (NZTE) and the Minister’s office by providing high quality, efficient and accurate information and advising NZTE employees relating to Ministerial matters.

WHAT’S THE ROLE ABOUT | TE NGAKO Ō TE MAHI?

The most important work of this role is to...

- Ensure customer briefings, trade mission and other briefings are provided in an accurate and timely fashion
- Liaise regularly with NZTE and Ministerial staff on matters relating to Ministerial correspondence and reports
- Advise NZTE staff of their responsibilities with respect to Ministerial expectations as well as Official Information Act (OIA) and Privacy Act requests
- Formulate replies, peer review, assess risk and quality control of documentation for Ministerial and OIA responses as well as Parliamentary Questions
- Prepare reports and strategy papers for the Lead Team and Ministers, draft ministerial responses, briefing papers and responses to parliamentary questions, meeting NZTE’s Plain English Standards
- Keep manuals, procedures and other documentation required for the effective operation of the Ministerial team
- Create and maintain relationships with key external stakeholders, both public and private sector, specifically the Ministry of Business, Innovation and Employment and the Ministry of Foreign Affairs and Trade, Callaghan Innovation and other government agencies
- Maintain effective and positive working relationships between the Ministerial team, NZTE Private Secretaries and staff within NZTE, focusing on those with high Ministerial engagement

Success in this role means:

- Delivering outstanding results for NZTE and our Ministers, by:
 - Understanding NZTE priorities in a Ministerial context
 - Working together to meet tight deadlines, ensuring a shared workload
 - Providing timely and trusted information to Ministers’ offices
 - Identifying when and how Ministers can use their influence for the benefit of customers

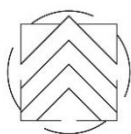
WHAT CAPABILITIES ARE NEEDED TO SUCCEED | Ō PŪKENGA?

- **Highly organised and have strong time management** – is able to work effectively within NZTE's systems and operating model to deliver results efficiently
- **Autonomous** – self-directed and motivated, works comfortably with ambiguity, finds opportunity inside an agreed framework, and deploys great judgment on the job. Displays critical thinking skills and is an astute problem solver.
- **Outstanding communicator** – able to build rapport quickly, and can analyse critical needs. Can adjust personal style as required and tell persuasive stories. A deep listener who understands what is needed (not just what is wanted).
- **Flexible** – able to be proactive and reactive all at the same time, managing multiple priorities and eliminating road blocks. Can be counted on to get the job done among tight and competing deadlines.
- **Relevant previous experience desired** – can draft Ministerial correspondence, briefings, OIA and Parliamentary responses. Can also check the quality of written work to ensure it is of a high quality standard, meets the needs of the Ministers and ensures suitable protection of commercially sensitive information that NZTE is privy to.
- **Extras** – understands the processes of Government, demonstrated attention to detail, and has a relevant degree (such as business, international relations, social sciences, English or law).

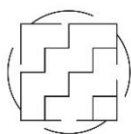
Our characters | Ō mātou uara

- **Ambition drives us** – Our ambition for our customers is high, and we always rise to the occasion. We help meet their business expectations by expecting greatness of ourselves.
- **Adventure teaches us** – Experimentation is more powerful than perfection, as only through learning from our missteps can we truly succeed. That's why 'giving it a go' is the best way to learn.
- **Honesty frees us** – We explore challenges with an open mind. Only when we ask questions and truly listen can we discover the right way forward.
- **Trust binds us** – Our people may be worlds apart, but it's trust that holds us together. Growing a nation is only possible when we keep promises and honour commitments.
- **Manaaki is us** – We celebrate the mana (strength and dignity) of each other as being equal to or greater than our own. We strive to enhance mana in everything we do through our hospitality, generosity and mutual respect.

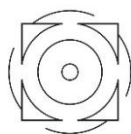
It's when these five characters work together that we truly become One Global Team – that's the real superpower of our organisation and how we achieve so much for our customers.



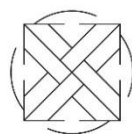
AMBITION
Drives us



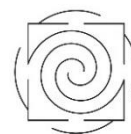
ADVENTURE
Teaches us



HONESTY
Frees us



TRUST
Binds us



MANAAKI
Is us

How we lead at NZTE | Ā mātou kawenga ki Te Taurapa Tūhono

Leadership at NZTE takes a broad definition. We see leaders as those who lead others. That can include formal people leaders, leaders through influence or those who are leading our customers. At NZTE we define leadership as "*enhancing mauri to deliver impact*".

