



Job Title	Advisor, Engagement
Reports to	Head of Engagement
Band	15
Location	Wellington
Last reviewed	October 2024
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 Engagement and Communications, Ministerial Services, People and Operations, Legal and 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 role of Advisor, 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 an engagement and communications professional who can operate confidently across a wide remit. This includes producing visual and written 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 and management, 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
- Experience working in an engagement and communications function with a minimum two years' full-time experience
- Previous experience working in a public sector agency is desirable
- 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 producing visual communications using design, video and photo editing software is preferred
- Experience in developing and implementing tactical communications plans
- Experience in collating engagement communications and conducting measurement and evaluation of engagement activities
- Demonstrated ability to think analytically and conceptually
- Capable of assimilating new and complex information to provide appropriate advice
- 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
- Active membership and engagement with relevant industry groups and networks is preferred
- Role models continuous learning and development and is transparent and open about personal effectiveness and growth.



Key Accountabilities

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

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

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



External

- Minister of Regulation's office staff
- Other government agency communications and engagement teams
- Key stakeholders/industry groups
- Media

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.