



# POSITION DESCRIPTION

Position title | Tūranga: Advisor, Government and Ministerial Services  
Kaitohutohu, Ngā Ratonga Kāwanatanga me ngā Minita

Reports to: Manager, Government and Ministerial Services

Group: Government and Executive Services

Document Date: June 2026

## Crown Law Overview | Te Tari Ture o te Karauna

Crown Law's purpose is to serve New Zealand by supporting the Government to operate lawfully.

Crown Law's functions are:

- Supporting the Law Officers (the Attorney-General and Solicitor-General) of the Crown.
- Providing legal services to Government with excellence.
- Leading the government legal profession.
- Overseeing public prosecutions.

Crown Law provides legal advice and representation services to the Government in matters affecting the executive government. The services Crown Law provides include matters covering judicial review of government actions, constitutional questions including Te Tiriti o Waitangi/Treaty of Waitangi issues, the enforcement of criminal law, and the protection of revenue. Crown Law also administers the prosecution process in the criminal justice system, in particular, Crown prosecutions.

## Our Crown Law Values | A Tātou Tikanga Mahi

Crown Law team members strive for professional legal excellence and to demonstrate the following Crown Law Values in our interactions with each other, our clients and in all we do.

- We look after the **mana** of other people.
- We value our **differences**.
- We **care** about each other.
- We recognise our **impact** on others.
- We take **pride** in all we do.

## Public Service Introduction | Kōrero Whakataki mō ngā Ratonga Tūmatanui

In the public service, we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Ka mahitahi mātou o te ratonga tūmatanui, kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

## About the Role | Mō te Tūranga

The Advisor, Government and Ministerial Services is responsible for administering and coordinating the process for receipting, scoping, and determining the risks associated with all official correspondence including official information requests (OIAs), parliamentary questions, ombudsman and privacy requests. This includes responsibility for coordinating across the business to acquire content, drafting responses and obtaining legal and other advice as required.

The role will also provide support to the Portfolio Private Secretary based in the Attorney General's Office. This includes helping to maintain an effective relationship between the Attorney General's Office and Crown Law's Leadership Team.

## Key Responsibilities | Ngā Haepapa Matua

### Ministerial Support and Correspondence

- Prepare, coordinate, quality assure and draft where appropriate Ministerial correspondence, briefings, parliamentary questions and Official Information Act responses.
- Identify and escalate any risks, perceived or otherwise, with Parliamentary Questions or Ministerial correspondence.
- Manage the end-to-end process for Ministerial documents including tracking, version control and approvals.
- Support the process of judicial appointments between the Ministry of Justice, Attorney General and Crown Law.

### Official Information and Privacy

- Support Crown Laws OIA and Privacy Act request processes, ensuring compliance with legislative timeframes and quality standards.
- Liaise with internal subject matter experts to gather and verify information for responses.
- Contribute to continuous improvement of OIA systems and practices.
- Maintain accurate records of all official correspondence in accordance with the relevant acts and that meets Crown Law expectations.

- Provide reporting on the status of information requests and assist with any annual reporting of this data required.

### **Relationship management**

- Work alongside Crown Law's Portfolio Private Secretary to the Attorney General, providing administrative support as required.
- Build key internal relationships to ensure the smooth functioning of the drafting processes for official correspondence.
- Develop knowledge of the workings between the Attorney General's Office and Crown Law.
- Identify and take advantage of opportunities to grow knowledge and lift understanding within business groups about best practice management of official correspondence.

### **Advice and Continuous Improvement**

- Contribute to improving processes, templates and systems for managing official and Ministerial business.
- Provide coaching and guidance to business units on best practice in Ministerial servicing and public sector protocols.
- Stay informed about changes to government processes, OIA practice and public sector standards.

### **Wellbeing, Health and Safety**

- Complies with all reasonable instructions regarding wellbeing, health and safety policies and processes and also the Health and Safety at Work Act 2015.
- Takes reasonable care to ensure that, in the performance of their employment, they do not undermine their own wellbeing, health and safety or that of any other person.
- Works in a safe and responsible manner, ensuring incidents, accidents, hazards or near misses are promptly reported.

### **General**

- Any other reasonable requests by your manager.

## **Key Working Relationships | Ngā Hononga Matua**

### **Internal**

- Manager, Government and Ministerial Services.
- Portfolio Private Secretary.
- Executive Advisor to the Solicitor General.
- Crown Law Managers.

## External

- Attorney General's Office and staff.
- Parliamentary Counsel, and EA to Parliamentary Counsel.
- Ministry of Justice appointment team and BORA team.
- Parliamentary staff, including Private Secretaries in other portfolios and Cabinet Office staff.

## Qualifications, Skills and Experience | Tohu, Pūkenga me Ngā Wheako

### Qualifications

- A relevant tertiary qualification (not necessarily required).

### Skills and Experience

- Strong written and verbal communication skills both oral and written.
- Sound judgement, discretion and political nous.
- Understanding of Cabinet and Parliamentary processes, the machinery of government and public sector accountability.
- Experience in managing official information and other requests for information.
- Experience in providing advice that identifies risks, issues, options and recommendations.
- Ability to work under pressure and meet tight deadlines while maintaining accuracy.
- A working knowledge of the Official Information and Privacy Acts.
- Strong organisational skills to be able to work under the pressure of multiple demands and use organisational templates and processes.
- Ability to consult, engage and negotiate across Crown Law, legal, finance, and other shared-services teams.
- A general knowledge of te Tiriti o Waitangi/the Treaty of Waitangi, te ao Māori, tikanga and te reo Māori.

## Personal Attributes | Ōu Āhutatanga Ake

- Be a role model of Crown Law policies and Values. Adheres to the Code of Conduct for the Public Sector at all times and model the Standards within the Office.
- Accountability for self-development.
- Demonstrate conscientiousness and resilience.

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