

**MINISTRY OF WOMEN'S AFFAIRS**  
**June 2011**

<b>Position</b>	Nominations Advisor Kaiāwhina Kōharinga
<b>Reporting to</b>	Director, Nominations Service
<b>Direct Reports</b>	Nil

**Purpose**

The Nominations Advisor is an integral member of the Nominations Service team, which works to ensure that suitably qualified women are considered for appointment by Ministers to more than 400 state sector boards and committees.

The role focuses on communicating with officials in government agencies to identify the skills and experience required for specific board positions (approximately 200 requests annually) and to match these with women on the Service's database.

The Nominations Advisor drafts briefing papers, contributes to database maintenance and carries out the annual gender stocktake of state sector boards and committees, among other duties.

**Key result areas**

Specific projects and / or work programmes and performance standards and measures will be developed from the Annual Business Plan, discussed with the employee and set annually as part of the Performance Review and Development System.

**Key responsibilities**

**Identifying nominees and providing nominations**

- Identify nominees who meet the specified criteria by searching the database.
- Prepare, record and present profiles of nominees to Ministers, officials and other agencies within the expected timeframe.

**Communication and external relations**

- Establish and maintain effective working relationships with key officials in other government agencies.
- Establish and maintain effective relationships with women on the database.
- Contribute to briefing papers for the Minister on issues relating to the Nominations Service.

- Annual whole-of-government stocktake**

  - Undertake the annual whole-of-government stocktake including data collection, data entry, checking data with advisors, compiling the range of comparative tables, separation of data into presentation tables for Ministers, Chief Executives and advisors.
  
- Monitoring and reporting**

  - Maintain statistics and records of activity, and ensure they are available as required (e.g. boards contact list).
  
- Correspondence and documents**

  - Carry out word processing and formatting of general correspondence including briefings for the Minister.
  - Utilise various software packages to produce accurate tables, presentations, templates, memos and mail merges, with formatting and layout presented in a professional way, meeting Ministry standards.
  - Search files for information and collate, photocopy and dispatch papers.
  
- Nominations database and office systems**

  - Analyse CVs accurately and translate the information into the database template to ensure targeted retrieval.
  - Write profile introductions of an individual's experience and skills in an accurate and effective manner.
  - Maintain and run database and office systems.
  - Record, track and retrieve nominee information in an accurate and effective manner.
  - Maintain confidentiality of information and material at all times.
  - Maintain electronic and physical files effectively.
  - Register new candidates on the database including finding contact data, contacting and inviting candidates to register.
  
- Contribution to the Nominations Service strategy**

  - Work with the Senior Nominations Advisor and Nominations Director to help update the strategy, in particular by identifying ways to maximise women's participation on state sector boards and committees.
  
- Contribution to the wider Ministry**

  - Support and contribute to appropriate Ministry-wide projects as required.

- Carry out any other duties that can reasonably be regarded as relevant to the job description and within the employee's experience and capabilities.

**Person specification**

**Qualifications and Experience**

- A tertiary qualification is desirable but not essential.
- Administrative experience required. Experience in human resources, recruitment, journalism or research useful.
- Sufficient experience to exercise sound judgement relating to recruiting women to the database, evaluating curriculum vitae, and matching individuals to board vacancies.
- Proven experience in developing and maintaining relationships with other departments, stakeholders, individuals and groups.
- Excellent written and oral communication skills.
- Sound analytical skills and the ability to see information in its wider context.
- Computer literacy.

**Building and sustaining relationships**

- Well developed interpersonal skills and proven ability to develop and maintain effective working relationships with a wide variety of individuals.
- Works well as part of a team.
- Confident, assured telephone and relationship management skills.

**Action orientation**

- Works under pressure and meets tight deadlines.
- Self manages and exercises sound judgement in all situations.

**Effective communication**

- Excellent written and oral communication skills.
- Accurately and clearly conveys information and ideas in a way that is meaningful and suits the audience and gives consideration to different methods and styles of communication.

**Stewardship**

- Interested in, and committed to, the aims and objectives of the Ministry of Women's Affairs.

**Astute and ethical operating in the public service**

- Political awareness and sound knowledge of government processes.
- Understands and embraces principles of equality and diversity in the workplace.

Please note, this job description may be varied from time to time, in consultation with the employee, to reflect changes to the Ministry.