



Position description

Title Senior Communications Advisor	Reports to Corporate Communications Manager
Division People, Culture & Communications	Department Corporate Communications
Location Auckland	Last updated 25/05/2026

Our commitment as a Crown Entity

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 hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

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.

Role purpose / Kaupapa mahi

This senior communications role works within the Corporate Communications team to provide support for Lotto NZ's corporate communications strategy with a strong focus on internal communications.

The role will also assist with other communications activity including support for Lotto NZ's responsible gambling programme, assisting in the production of our statutory reporting documents, and through participation in the team on-call roster, responding to media and public enquiries.

What you will focus on / Ngā mea hei arotahi māu

Internal Communications

- Manage a regular schedule of content for internal communications platforms including all staff emails, Slack and intranet (SharePoint).
 - Embed our newly refreshed intranet as a core communication channel, and identify/execute on opportunities to improve the platform.
 - Maintain, curate and govern the intranet.
 - Provide internal communications advice and support to Lotto NZ leadership.
 - Plan and coordinate content for regular CE and Executive updates to staff - both written and in-person.
 - Audit and monitor internal communications activities to ensure they are meeting the needs of employees.
 - Help plan in-house staff activities and events.
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Corporate Communications

- Coordinate content for our regular cycle of reporting on business activity.
 - Support the planning and preparation of annual statutory reporting documents including our Integrated Report and Statement of Performance Expectations.
 - Provide communications support and advice for our Responsible Gambling team and its programme of activities.
 - Develop and execute stand-alone communication plans for your portfolio and key projects.
 - Through participation in the team on-call roster, provide support with media and public enquiries.
 - Support the Corporate Communications Manager and Head of Corporate Communications with key projects and initiatives as required.
 - Provide mentorship within the team.
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Other

- Any other duties as reasonably required by your manager or other key stakeholders.
 - Ensure all company policies, procedures and guidelines are followed and adhered to
 - Take an active role in promoting and ensuring a safe and healthy workplace at Lotto NZ for yourself and others
 - Lotto NZ's purpose is to provide safe gaming that allows New Zealanders to play and win while contributing money back to New Zealand communities: Ensure that minimising the potential for harm from our games is a key consideration in all day-to-day activities and decision making, through adhering to all Lotto NZ responsible gaming processes and policies
 - Ensure the Lotto NZ Health and Safety policy is adhered to (including procedures in the Health and Safety Manual) and hazards, incidents and near misses are reported in the Health and Safety system in a timely manner
 - Comply with all Lotto NZ security policies and instructions, complete all required security awareness training and report any security incidents or concerns in a timely manner
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Your skills and experience / Ō pukenga me ō wheako

Technical skills

- Strong written and verbal communication skills.
 - Ability to provide strategic communication advice.
 - Strong executor with good attention to detail.
 - Commercial acumen.
 - An understanding of corporate reporting frameworks.
 - Microsoft SharePoint (experience with SharePoint features such as pages creation, web parts, hubs, lists, and document management).
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Experience

- 7+ years' experience in communications.
 - Experience planning and developing communications plans and content.
 - Good relationship building skills, and able to collaborate with key stakeholders up to a senior level.
 - Proven evidence of innovative and creative problem solving.
 - Experience writing for internal and external audiences.
 - Experience managing or administering a SharePoint Online intranet.
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Qualifications

- A tertiary qualification in communications or equivalent is highly desirable.
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Authorities / Te mana o te tūranga

People responsibilities: 0 people

Signature authority of: \$0
