

Adviser / Senior Adviser: Policy and Operations

Good Ancestors New Zealand | Wellington | 3–5 days per week | Fixed-term until 31 May 2027 (with possibility of extension)

About the role

- Good Ancestors New Zealand is an independent, not-for-profit policy organisation focused on reducing significant societal risks from emerging technologies, with a main focus on the risks posed by advanced AI.
- We are hiring one person to help Good Ancestors New Zealand run well. Depending on your experience, the role would be shaped and titled as:
 1. **Policy and Operations Adviser:** for an exceptional graduate or early-career generalist. You'll work across policy, research and operations with support and mentoring, and grow quickly into broader responsibility, or
 2. **Senior Policy and Operations Adviser:** for a mid-career generalist with a background in operations, policy, research, executive support or the public service. You'll be responsible for many of the organisation's operational matters and independently lead projects.
- This is a broad role at an early-stage organisation. Either role would work across policy research, analysis, communications, stakeholder engagement and organisational strategy, and help shape how the organisation runs, what it does and how it engages with government and the wider AI policy community.
- An **Adviser** would be expected to develop into this work over time, with support and mentoring from the Executive Directors. A **Senior Adviser** would take on greater responsibility from the outset and be able to work with a high degree of independence.
- The role also has an operational core: coordinating the organisation's day-to-day running, preparing documents, organising travel and events, handling stakeholder administration and keeping our systems in good order. This work is necessary for the organisation to function, and done well, this work frees the Executive Directors to focus on policy and external engagement. You would take early ownership of these systems and improve them. We regard this operational element as essential to the organisation's effectiveness.

Key responsibilities

Organisational leadership and systems

- Taking ownership of how the organisation runs day to day.
- Building, maintaining, and improving organisational systems, records and processes.
- Ensuring tasks and follow-ups are tracked and completed across the organisation.
- Planning and running meetings and events.
- Communications activities, including website updates.

Policy, research and engagement (including growth opportunities for an Adviser)

- Contributing to policy research, briefings and analysis.

- Drafting and shaping reports, presentations, submissions and other external-facing materials.
- Supporting and, where appropriate, leading stakeholder engagement and correspondence.
- Attending meetings and events, including representing the organisation.
- Contributing to organisational strategy and priorities.

Operational and administrative support

- Coordinating calendars, meetings and scheduling.
- Document preparation, formatting and proofreading.
- Coordinating travel, accommodation and event logistics.

Who we are looking for

- We are particularly interested in candidates who are:
 1. Highly organised, detail-oriented and reliable.
 2. Proactive and able to anticipate what needs doing.
 3. Calm, adaptable and comfortable managing competing priorities.
 4. Sound in their judgement and discretion, and able to work independently.
 5. Warm, collaborative and professional in their communication.
 6. Confident using Microsoft Office, Google Workspace and AI tools.
- Experience in government policy, research, website design or communications would be useful but is not required. Interest in the organisation's mission and knowledge of AI policy is also preferred, but strong operational capability, reliability and good judgement matter more than subject-matter expertise.

What we offer

- Competitive remuneration appropriate to the role and responsibilities (see below).
- Five weeks' annual leave and flexible working arrangements by agreement.
- A role you can genuinely shape, at a stage when the organisation's ways of working are still being built.
- Broad exposure across operations, strategy, policy, and external engagement.
- Mentoring and support from the Executive Directors as you grow into the role.
- Connection to a growing international community working on AI policy and societal risk.
- A professional development budget for training, courses or conferences, plus the option to use 10% of your time for professional and personal development.
- Home-office equipment where needed.

Remuneration and structure

- Remuneration depends on experience and responsibilities. As a guide, the role offers a full-time-equivalent salary on par with comparable roles in the New Zealand public sector.
- We have genuine flexibility in how the role is structured to suit the right person, including the balance of days worked and the mix of responsibilities. We are happy to discuss what arrangement would work best for strong candidates.
- For a particularly experienced candidate we may have to consider the role at 3-4 days a week, with the intention to extend and increase hours as funding allows.

Location and working arrangements

- The role is Wellington-based, working in person alongside the Executive Directors in a shared office. An initial period of remote work from elsewhere in New Zealand may be possible by agreement. Applicants must have the right to work in New Zealand.
- The role is fixed-term until 31 May 2027, with the intention to extend or make it permanent as funding allows.

About Good Ancestors New Zealand

- Good Ancestors New Zealand is a not-for-profit policy organisation focused on reducing significant societal risks, with advanced AI as our main focus. Through policy research, engagement with government and officials, and public communication, we work to ensure New Zealand is well prepared for the challenges and opportunities advanced AI will bring.
- We are a small Wellington-based team led by two Executive Directors, both former public servants. We are affiliated with Good Ancestors Australia.

How to apply

- Send a CV and a short cover note explaining why the role interests you, and which form of the role you see yourself in, to info@goodancestors.org.nz by 19 August 2026.
- The stages of the recruitment process are:
 1. Initial screening of applications.
 2. A short skills assessment.
 3. Interview with the Executive Directors.
 4. Reference checks.
- If you are unsure whether you meet every criterion, or which version of the role fits you, we encourage you to apply anyway. We care more about capability, judgement and fit than about a particular CV.