

## Position Description

### Position Title

Executive Assistant

### Location

Wellington

### Reports to

Deputy Secretary, Americas and Asia Group (AAG)

### Last Review Date

August 2017

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### About the Ministry

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to make New Zealand safer and more prosperous.

Our purpose is to create the international conditions and connections for New Zealand and New Zealanders to thrive.

Our work:

#### *Kaitiakitanga*

- delivers solutions to global challenges, for the benefit of present and future generations;

#### *Leadership*

- amplifies New Zealand's influence and standing in the world;

#### *Prosperity*

- delivers improved prosperity for New Zealand and our region;

#### *Stability*

- delivers security and resilience to our country, our people, and our region.

Our values are professionalism, leadership, respect, collaboration and innovation.

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### About the Position

The Executive Assistant provides efficient and effective executive support to the Deputy Secretary, Americas and Asia Group. This includes undertaking all tasks necessary to enable the smooth running of the Deputy Secretary's office.

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### Key Accountabilities

The following key accountabilities of this role assist in delivering the Ministry's purpose.

#### Administrative Support and Diary Management

- Manage the Deputy Secretary's diary to ensure they have the flexibility to accommodate urgent and ad hoc requests for their attendance or involvement in meetings etc
- Be cognisant of emerging issues and risks to take into account when planning the Deputy Secretary's diary

- Request divisions to provide briefing (either written or verbal) for appointments in the diary as appropriate, in advance of meetings
- Ensure the Deputy Secretary is aware of their appointments and meetings and manage any delays or lateness as appropriate
- Be cognisant at all times of the Deputy Secretary's daily schedule and track their movements to ensure they are timely to their meetings and appointments
- Ensure the Deputy Secretary has the required background information and materials to attend meetings well informed and well prepared
- Greet and escort the Deputy Secretary's visitors
- Monitor and respond to all invitations as appropriate
- Administer general tasks that enable the smooth maintenance of office, resources and equipment

#### Oversight of Correspondence

- Undertake careful quality control of all correspondence for the Deputy Secretary signature, making appropriate amendments as required, to ensure the highest standard is maintained
- Monitor the Deputy Secretary's emails and respond to routine correspondence autonomously or with input from the Deputy Deputy Secretary
- Monitor emails for issues/risks and alert to the Deputy Secretary where appropriate
- Keep a watching brief throughout the day of email traffic and take action where necessary to respond to emails that are urgent or require the attention of the Deputy Secretary

#### Secretariat Support

- Schedule meetings, book rooms, confirm attendance and receive apologies
- Prepare documentation for meetings, including agendas (in consultation with the Deputy Secretary), and distribute meeting documents, minutes and action points
- Take minutes and ensure the allocation and follow up of action points, as appropriate

#### Communications and Knowledge Management

- Support the Deputy Secretary's communications programme, including maintaining a schedule of communications and speaking engagements
- Contribute to the continuous development of the Ministry's knowledge base by using the Ministry's internal systems, sharing information and data with relevant internal stakeholders
- Manage the Deputy Secretary's contacts

#### Travel arrangements

- Liaise with the Ministry's travel provider to arrange all domestic and international flights and accommodation where required within Ministry travel policies and procedures
- Arrange passport issue and visas as appropriate
- Liaise with functional, regional and services divisions to obtain briefing papers for travel, including oral briefings as required
- Monitor and maximise efficient use of official air point dollars and record details into database

#### Representational functions

- Arrange and organise functions, meetings, presentations, conferences and workshops including venues, catering, wait staff and associated documents as appropriate

#### Financial Administration

- Check, code and arrange appropriate signoff for invoices, then forward to Finance within agreed timeframes
- Seek appropriate financial approval for travel in accordance with existing policies and financial approvals

#### Organisational Responsibilities

- Understand the Ministry's strategic priorities and high-level outcomes framework and how this role contributes to the framework
- Understand tikanga and Treaty of Waitangi principles and have sufficient appreciation of Te Reo Māori to be able to apply the Ministry Māori dimension, underpinned by Ministry values, in a way that is relevant to the context of our business
- Using the Ministry's Capability and Leadership Frameworks, identify and participate in opportunities for learning and development, including through regular coaching and mentoring
- Contribute to Ministry-wide projects, consular and emergency response situations
- All other duties as requested by the employer

#### Health and Safety

The Ministry is committed to providing a safe and healthy working environment for all staff, including contractors and other workers, both on and offshore.

You are responsible for:

- taking reasonable care of your own and other's health and safety and being mindful of the effect of your actions (or lack of action) on the health and safety of others
- complying with reasonable Ministry instructions to ensure the Ministry is able to comply with the Health and Safety at Work Act 2015
- cooperating with health and safety policies and procedures
- identifying and reporting hazards, injuries, illness and incidents (including near misses) that arise from your work or in the workplace
- identifying and eliminating or mitigating health and safety risks so far as reasonably practicable and consulting with others in doing so
- raising health and safety matters with your manager or health and safety representative (or contact as appropriate)
- ensuring that all health and safety incidents, injuries, near misses are immediately reported through the HR Kiosk
- ensuring that significant hazards and risks or critical incidents are drawn to the immediate attention of your Manager.

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## **Relationships**

The position is required to build and maintain the following relationships:

### Internal (within MFAT)

- Members of the Senior Leadership Team and their EAs
- Group Business Managers
- Team Administrators
- Divisional Managers within AAG

### External (outside MFAT)

- Ministers' Offices
- Government departments/agencies
- MFAT travel provider
- Private sector organisations
- Catering companies
- Academic and non-government agencies
- Members of the Diplomatic and Consular Corps
- Members of the general public

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## **Qualifications, Skills, Knowledge and Experience**

You must have the following qualifications, skills and experience:

- Minimum of 5+ years' experience in a secretarial or administrative role
- Demonstrates the drive and ability to improve own capability. Includes self-awareness and self-improvement focus.
- Shows the drive and resilience to contribute proactively and deliver sustainable high performance
- Ability to build, maintain and leverage relationships with key internal and external contacts
- Ability to work effectively with colleagues within the office
- Good judgment and decision making skills
- Strong written and verbal skills
- Strong planning and organising skills
- Good understanding of tikanga and Treaty of Waitangi principles
- Competent in Microsoft Office suite of products and comfortable with iPhone/iPad
- A good understanding of the machinery of Government and the Government decision making process

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## **Additional Comments**

You must also:

- Hold New Zealand citizenship
- Be able to obtain and maintain an appropriate New Zealand Government Security clearance