POSITION DESCRIPTION

Position Title
Executive Assistant Dublin

Reports To
Ambassador Dublin

Group
Europe, Middle East, Africa and Australia Group

Date Created/Updated
October 2018

About the Ministry
The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to make New Zealand safer and more prosperous. It does this by working to understand geopolitical changes across the world, advancing the Government’s international priorities, and providing advice to the Government on its implications. By building connections and influence in other countries we act to promote and protect New Zealand’s interests.

We seek to deliver value to New Zealand and New Zealanders, through:
- improved prosperity for New Zealand and our region
- the stability, security and resilience of our country, our people and our region
- leadership by amplifying New Zealand’s influence and standing in the world
- kaitiakitanga or stewardship, by delivering solutions to global challenges for the benefit of present and future generations.

Our values are:

Impact
- We achieve for New Zealand, everyday, everywhere

Kotahitanga
- We draw strength from our diversity

Courage
- We do the right thing

Manaakitanga
- We honour and respect others

Diversity and Inclusion
We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.
About the Embassy

The Embassy represents the New Zealand Government to the highest standards of professional excellence in diplomacy, trade negotiations, international development and consular services. This is done by building connections with Ireland and other accredited countries that enable the New Zealand Government to achieve more than they could alone.

The Embassy takes a distinctively New Zealand approach, reflecting New Zealand’s diversity and heritage. Our values are professionalism, leadership, respect, collaboration and innovation.

About the Position

The Executive Assistant is responsible for providing support to the substantive political, trade and economic work of the Embassy through executive support to the Ambassador and all seconded staff (2), and in support of the visits and event programme of the Embassy.

Key Accountabilities

The following key accountabilities of this role assist in delivering the Embassy’s purpose.

The position has the following key accountabilities:

Administration

- Lead executive administrative support for the Ambassador and seconded staff (currently 2) including call screening, placing of calls, seeking and scheduling appointments, lead all diary management, coordination of inwards invitations and diary deconfliction, meeting and greeting of visitors, coordinating hospitality needs at the Embassy, drafting and collation of correspondence and requirements for the Ambassador’s attention;
- Book and coordinate Ambassador and seconded staff transport requirements;
- Organise and manage travel and accommodation bookings for the Ambassador and seconded staff;
- Other administrative tasks as directed by the Ambassador.

Visits, Events and Public Diplomacy Coordination

- Provide support to Ambassador and other seconded staff on programmes, protocol, security and logistical arrangements for official visits and events including preparation of guest lists for events, invitations, programmes, briefings, run sheets and other tasks as directed;
- Arrange and organise functions, meetings, and events including venues, seating plans, typed menus, catering, staffing requirements and tasking, including those held at Embassy premises and the Ambassador’s Official Residence.
- Support the Embassy’s programme of public diplomacy including through identification, planning and delivery of public diplomacy initiatives, in close coordination with seconded staff.

Contacts

- Develop and maintain up to date information about key contacts and people in key positions in government departments and the private sector in Ireland and any countries of accreditation
- Initiate, develop, and cultivate good relationships with key contacts in relevant Ministers offices and agencies in Ireland and any countries of accreditation for key
New Zealand entities;

- Keep Ambassador and other staff appraised on changes of key personnel within key organizations.

**Protocol**

- Offer guidance and assistance to Ambassador and seconded staff on local protocol issues so as to maintain good contact and relations with the Irish government;
- Liaise with Protocol in the countries of accreditation for protocol requirements and the presentation of credentials on arrival of a new Ambassador.

**Knowledge Management**

- Contribute to the continuous development of the Embassy’s knowledge base by using the Embassy’s internal systems, sharing information and data with relevant internal stakeholders and contributing to the Embassy’s desk file of standard operating procedures and ‘How to’s’

**Security**

- Be familiar with the Embassy Security Instructions and adhere to these at all times.

**Other**

- The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description and such other duties reasonably within their experience and capabilities as may be from time to time
- The job holder may be required to work extended hours and weekends during VIP visits.

### Qualifications, Skills, knowledge & experience

The following are required:

- Previous successful experience in a senior Executive Assistant capacity to a senior manager and/or leadership team;
- Demonstrated ability to contribute to and work within a team;
- Excellent written and oral communication skills;
- Ability to establish and nurture a network of contacts;
- Demonstrated ability to build and maintain effective relationships;
- Excellent Microsoft Office suite skills, especially Microsoft outlook and calendar, Excel and Word;
- Well-developed planning and organisational skills, including ability to manage competing priorities, balance and prioritise tasks effectively and work under pressure;
- Strong customer focus, with the ability to communicate effectively with a range of people;
- Possess a strong achievement/delivery focus – sets high standards including accuracy and attention to detail;
- Ability to work autonomously and within guidelines, demonstrating the use of sound judgement and follow up without prompting (e.g. on meeting requests);  
- Demonstrated commitment to continuous improvement, including adaptability and openness to change;
• Ability to anticipate issues and problems and think of creative solutions;
• Displays personal integrity and an honest and ethical approach

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

Internal (within Embassy)
• Head of Mission/Ambassador
• Other staff

External (outside Embassy)
• Irish Department of Foreign Affairs and Trade and relevant host government authorities
• Administrators and Executive Assistants in other key diplomatic missions
• Business contacts
• Relevant New Zealand Ministerial Offices and Agencies, particularly for visits to the Embassy

Delegations
The position has no financial delegations. Any commitment of Embassy funds needs to be pre-approved by the Administration Manager; the Deputy Head of Mission or the Ambassador (as appropriate).