



Position Description

Position Title	Executive Assistant to the Ambassador and Bilateral Team (Paris)
Post	New Zealand Embassy Paris
Category	Locally Engaged Staff (LES)
Reports to	Ambassador
Last Position Description Review	January 2019
About the Post	<p>The Embassy (referred to as the "Post") represents the New Zealand Government to the highest standards of professional excellence in diplomacy, international development, trade and economic, and consular services. This is done by building connections with the host country (France), international organisations (OECD, UNESCO) and accredited countries (Monaco, Portugal, Senegal) that enable the New Zealand Government to achieve more than it could alone.</p> <p>The Post takes a distinctively New Zealand approach, reflecting New Zealand's diversity and heritage. Our values are:</p> <p>Impact – We achieve for New Zealand, every day, everywhere Kotahitanga – We draw strength from our diversity Courage – We do the right thing Manaakitanga – We honour and respect others</p>
About the Position	<ul style="list-style-type: none"> • Provide Executive Assistant support to the Ambassador in her/his bilateral and OECD roles • Provide Executive Assistant support to the bilateral team led by the Deputy Head of Mission (DHOM) • Provide translation services to the Ambassador and bilateral team • Act as the post Visits Coordinator in support of the Visit Lead • Manage protocol aspects of the office of the Ambassador • Support the Ambassador's public diplomacy engagement
Relationships	<p>The position is required to build and maintain the following relationships:</p> <p><u>Internal (within post)</u></p>

	<ul style="list-style-type: none"> • Ambassador • DHOM • Bilateral team members • OECD team • Administration team and official residence staff • New Zealand Trade & Enterprise <p><u>External (outside post)</u></p> <ul style="list-style-type: none"> • French government departments (e.g. Ministry of Europe and Foreign Affairs, the Elysée, Matignon) • Key offices in the National Assembly and the Senate • Executive assistant counterparts in other diplomatic missions • Contacts in other organisations of interest (business organisations, cultural contacts, think tanks etc) • NZ Ministry of Foreign Affairs & Trade Wellington divisions (e.g. Europe) • Other NZ European posts • New Zealand Government agencies represented in Europe
<p>Key accountabilities</p>	<p>The position has the following key accountabilities:</p> <p><u>HOM EA</u></p> <ul style="list-style-type: none"> • Manage the Ambassador’s work programme through the provision of executive assistant support and administrative services. This includes managing the Ambassador’s diary, appointments, handling of correspondence, preparation of background material, meeting and greeting of visitors, and official travel arrangements including drivers’ schedules. • Manage and support the Ambassador’s representational and hospitality activities, in coordination with the Embassy’s Event Coordinator. • Manage the protocol aspects of the office of the Ambassador. • Support the Ambassador with her/his correspondence and communications, including social media, drafting letters and emails and providing French language support/translation as necessary. • Ensure official expenditure by HOM is managed and processed in a timely and accurate manner. <p><u>Bilateral team support</u></p> <ul style="list-style-type: none"> • Provide administrative support to the bilateral team including making appointments, preparation of correspondence, and translations. • Ensure official expenditure by DHOM is managed and processed in a timely and accurate manner. <p><u>Visits and events</u></p>

	<ul style="list-style-type: none"> • In consultation with the bilateral team and under the direction of the Visit Lead, develop official visitor programmes (NZ Ministerial and senior official visitors) and logistical aspects including appointment confirmation, participant and guest lists, invitations and RSVPs, run sheets and other documentation as required. • Manage the protocol aspects of visits and government-to-government engagement in liaison with relevant French and New Zealand contacts. <p><u>Public diplomacy</u></p> <ul style="list-style-type: none"> • Work with the Senior Public Diplomacy/Media Manager in support of the Ambassador’s media and social media activity. • Support the effectiveness and impact of the outward facing, representational and communications work of the Ambassador and the bilateral team. <p><u>Organisational responsibilities</u></p> <ul style="list-style-type: none"> • Actively promote and integrate the Ministry’s values. • Adhere to the Code of Conduct and all Post policies and procedures. • Be aware of and adhere to Health and Safety policies and procedures • Contribute to Post-wide projects • Contribute to emergency response situations <p><u>Knowledge management</u></p> <ul style="list-style-type: none"> • Contribute to the continuous development of the Post’s knowledge base by using and updating the Post’s systems, including the contacts database, to support the Ambassador and bilateral team. <p><u>Security</u></p> <ul style="list-style-type: none"> • Be familiar with the Post Security Instructions and adhere to these at all times. <p><u>Other</u></p> <ul style="list-style-type: none"> • Perform other duties as can reasonably be regarded as incidental to the position description, and within their capability and experience, as may be required from time to time.
<p>Qualifications, skills and experience</p>	<p>The job holder should have, as a minimum, the following qualifications, skills and experience:</p> <ul style="list-style-type: none"> • Relevant tertiary qualification and significant previous

	<p>experience and knowledge of running the administration of an executive office</p> <ul style="list-style-type: none">• At least five years of successful experience as an Executive Assistant or similar to a senior manager and/or team• Fully bilingual in English and French (oral and written)• Written translation experience to/from English/French• Strong people focus and demonstrated ability to build and maintain effective relationships• Proven planning and organisational skills, the ability to prioritise tasks effectively and work well under pressure• Excellent communication skills and demonstrated ability to work effectively in a team• Possess a strong achievement/delivery focus, setting high standards and displaying accuracy and attention to detail• Ability to work autonomously and within guidelines, demonstrating the use of sound judgement• Ability to anticipate issues and problems and propose workable solutions• Demonstrated commitment to continuous improvement, including adaptability and openness to change• Mastery of Microsoft Office Suite, social media tools and generalist IT skills• Personal integrity and an honest and ethical approach.
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