POSITION DESCRIPTION

Position Title
Executive Assistant / Project Administrator

Reports To
Manager Professional Services and Performance

Group
APEC New Zealand

Date Created/Updated
January 2020

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 APEC21 Programme and APEC New Zealand

The APEC21 Programme is an all-of-government programme which is responsible for all aspects of the preparations for New Zealand to host Asia Pacific Economic Cooperation (APEC) meetings in 2021, and for New Zealand’s membership of and participation in APEC.

APEC New Zealand is a part of MFAT and is responsible for the delivery of the APEC21 Programme.

APEC 2021 will be the largest event ever hosted by the New Zealand Government, with up to 20,000 participants (including Leaders, Ministers, officials, media, business people and youth) expected during the year. Around 12 blocks of significant meetings are held during the year, commencing with the first meeting on 10 December 2020 and culminating in Leaders’ Week in Auckland, 8-14 November 2021, to which the Leaders of all 21 APEC economies are invited.

The APEC New Zealand team seeks to:

- Deliver a successful and impactful APEC hosting year
- Lead a collaborative and inclusive all-of-government team
- Create an APEC hosting year that staff and stakeholders are proud to be part of
- Operate with integrity.

Naku te rourou, nau te rourou, ka ora ai te iwi
(With your contribution and my contribution, everyone will thrive)

This is a fixed-term role until 25 February 2022.

About the Position

The Executive Assistant provides efficient and effective executive level support to the Manager Professional Services and Performance (and other APEC NZ leadership team members as required). This includes undertaking all tasks that enable the smooth running of their office and their schedule. The role also acts as a coordination point across APEC NZ’s Leadership Team where required and provides back up to the EA to the Deputy Secretary.

Key Accountabilities

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

- Internal Adviser
  - Act as trusted key adviser to the Manager Professional Services and Performance Manager Professional Services and Performance and their direct reports on internal Ministry policies and procedures

- Administrative Support and Diary Management
  - Provide efficient diary management for the Manager Professional Services and Performance, assessing and prioritising all requests for appointments to ensure optimal use of time, and to accommodate changing priorities and last minute changes
  - Organise meetings on behalf of the Manager Professional Services and Performance
  - Be cognisant at all times of the Manager Professional Services and Performance’s daily schedule and track their movements to ensure they are timely to their meetings and appointments and manage any delays or lateness
- Be cognisant of emerging issues and risks to take into account when planning the Manager Professional Services and Performance’s diary.
- Request APEC teams and staff to provide briefing (either written or verbal) for appointments in the diary as appropriate, in advance of meetings.
- Ensure the Manager Professional Services and Performance has the required background information and materials to attend meetings well informed and well prepared.
- Collate and prioritise material for the Manager Professional Services and Performance’s attention.
- Screen and place Manager Professional Services and Performance telephone calls.
- Greet and escort Manager Professional Services and Performance visitors.
- Monitor and respond to all invitations.
- Administer general tasks that enable the smooth maintenance of office, resources and equipment.
- Edit documents as requested by Manager Professional Services and Performance ensuring they follow Ministry templates.
- File correspondence on behalf of the Manager Professional Services and Performance.
- Provide administrative assistance to other APEC NZ staff, as directed by the Manager Professional Services and Performance, Group Business Manager or EA to the Deputy Secretary.

**Oversight of Correspondence**

- Oversight of correspondence.
- Undertake careful quality control of all correspondence for the Manager Professional Services and Performance’s signature, making appropriate amendments as required, to ensure highest standard maintained.
- Monitor emails for issues/risks and alert Manager Professional Services and Performance 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 Manager Professional Services and Performance.
- Respond to routine correspondence autonomously or with input from the Manager Professional Services and Performance.

**Relationship Management**

- Develop and maintain key relationships both internally and externally in order to advance the team’s objectives.
- Liaise with the offices of APEC NZ’s core delivery partners, stakeholders, government departments and suppliers.
- Support the Manager Professional Services and Performance’s communications programme, including maintaining a schedule of communications engagements.
- Manage the Manager Professional Services and Performance’s contacts.
- Create and maintain stakeholder documentation.

**Secretariat Support**

- Schedule meetings, book rooms, confirm attendance and receive apologies.
- Prepare documentation for meetings, including agendas, and distribute meeting documents, minutes and action points.
- Take minutes and ensure the allocation and follow up of action points.
- Provide administrative support and secretariat support to assigned decision-making and coordination groups.
o Arrange and organise functions, meetings, presentations, conferences and workshops including venues, catering, wait staff, equipment, logistical arrangements and associated documents
o Coordinate ODS (Office of the Deputy Secretary) team meetings

- Project Administration
  o Develop and maintain effective systems to support the APEC NZ team.
  o Own/administer project documentation for assigned projects.
  o Provide administrative support for specific procurement activity.
  o Assist with programme performance reporting.
  o Provide back up and support to the Programme Coordination, ODS
  o Manage end-to-end process for recruitment and induction of staff as required.
  o During APEC event delivery, provide assigned administrative and logistical support

- Travel Arrangements
  o Liaise with the Ministry’s travel provider to arrange all domestic and international flights and accommodation within Ministry travel policies and procedures
  o Arrange travel programmes and logistics
  o Arrange passport issue and visas as necessary
  o Liaise with relevant staff to obtain briefing papers for travel, including oral briefings as required

- Financial Administration
  o Check, code, and arrange appropriate signoff for invoices, then forward to Finance within agreed timeframes
  o Seek appropriate financial approval for travel and other activities in accordance with polices and delegations
  o Enter expenses on behalf of Manager Professional Services and Performance into online expense system (Gorilla)
  o Assist with budget preparation, monitoring and reporting

- Organisational Responsibilities
  o Provide back up and support to the EA to the Deputy Secretary
  o Work collaboratively with the Team Administrator, Office of the Deputy Secretary, on in providing administrative support to the ODS team
  o Participate in APEC NZ’s administrative support team meetings
  o Continually improve systems to further support the Manager Professional Services and Performance
  o Mentor and support others with technical / administrative advice where needed
  o Understand the Ministry’s and APEC NZ’s strategic priorities and high-level outcomes framework and how this role contributes to the framework
  o Understand and apply the strategic context in which the Ministry and APEC NZ operate, including priorities and perspectives of the Ministers, partner agencies and external stakeholders
  o Contribute to the preparation and reporting requirements of APEC NZ’s accountability documents
  o 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
  o 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 work of APEC NZ, including participating in capability development activities
  - Be aware of and adhere to the Ministry’s Health and Safety policies and procedures
  - 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.

**Qualifications, Skills, knowledge & experience**

The following are required:

**Qualifications**

- Relevant technical qualifications; or equivalent level of experience working in an Executive Assistant role.

**Skills**

- Ability to contribute to and work within and across teams, including facilitation and coordination of tasks
- Good oral and written communication skills.
- Strong attention to detail and focus on quality
- Ability to build and maintain effective relationships with a range of people
- Expert in the Microsoft Office suite, including Outlook, Word and Excel
- Ability to use Visio
- Ability to convey complex information logically and concisely in both written and oral forms
- Ability to research and analyse issues and develop appropriate recommendations
- Well-developed planning and organisational skills, including ability to prioritise tasks effectively and work under pressure
- Sound judgement and decision making skills
- Sound understanding of tikanga and Treaty of Waitangi principles
- Ability to anticipate issues and problems and think of creative solutions
• Integrity, discretion and a professional work ethic
• A good understanding of the Machinery of Government and the Government decision making process
• Sensitive to and appreciative of EEO issues.

Experience
• Minimum 4-5 years’ experience in a PA/EA role
• Previous experience providing executive support to a busy senior manager including diary management, travel and correspondence

Relationships
The position is required to build and maintain the following relationships:
Internal (within MFAT)
• EA to the Deputy Secretary
• Members of the APEC Leadership Team
• Team Administrators and Programme Coordinators
• APEC New Zealand and broader Ministry staff

External (outside MFAT)
• APEC NZ’s core delivery partners
• APEC NZ’s stakeholders
• Government departments/agencies
• APEC NZ’s suppliers

Mandatory Role Requirements
• You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.
• You must hold New Zealand citizenship.