

Position Description

Position Title - Ingoa Tūranga
Executive Assistant (401042)

Group - Puni
People and Operations Group (P&O)

Reports to - Menetia
Deputy Chief Executive, People and Operations (DCE P&O)

About the Public Service - Mō te Ratonga Tūmatanui

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act 2020 ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ē anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kōunga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act 2020 states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the public service in our work.

About the Ministry - Mō te Manatū

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to build a safer, more prosperous and more sustainable future for New Zealanders. We do this by building connections with and influencing other countries to advance New Zealand's interests, project New Zealand values and secure the outcomes that matter to New Zealand. We pursue the Government's international priorities and provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to the wellbeing of New Zealanders in the following ways:

- **Kaitiakitanga:** Generations of New Zealanders benefit from sustainable solutions to global and regional challenges.
- **Prosperity:** New Zealanders have better job opportunities and incomes from trade, investment and other international connections.
- **Security:** New Zealanders are able to live, do business, travel and communicate more safely at home and offshore.
- **Influence:** New Zealanders have confidence their country can influence others on issues that matter for them now and in the future.

Diversity and Inclusion - Kanorau, Kauawhi

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.

Our values are:

- **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

The Ministry recognises the importance of staff having flexibility around work hours and working arrangements to maintain a work/life balance. In turn there may be some situations where the Ministry's business deliverables require staff to be available during certain hours of the day or for longer periods to meet a temporary surge in work requirements.

About the Group – Mō te Puni

The People and Operations Group is responsible for the integrated and effective delivery of the Ministry's people and organisational capability, security of our people and assets, financial and asset management, commercial engagement and delivery, resilience, IT and digital functions. The Deputy Chief Executive (People and Operations) is a strategic leadership role that is responsible for managing organisation-wide resource allocation and health, safety, and wellbeing.

About the Position - Mō te Tūranga

The Executive Assistant sets the Deputy Chief Executive, People and Operations up for success by providing efficient and effective executive support, managing schedules, and performing a wide variety of responsible, complex and confidential administrative, secretarial, analytical and research duties. This includes undertaking all tasks necessary to enable the smooth running of the Deputy Chief Executive's office.

Key Accountabilities - Kawenga Matua

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

Executive support to the Deputy Chief Executive People and Operations

- Manage the Deputy Chief Executive's diary to enable them to maintain a well-paced day with appropriate breaks and sufficient time to engage with staff and information, assessing and prioritising all requests for appointments to accommodate changing priorities.
- Be cognisant of emerging issues and risks to take into account appropriate urgent and ad hoc requests when planning the Deputy Chief Executive's diary.
- Resolve conflicting appointments to ensure other parties, both internal and external, are advised as appropriate.
- Be cognisant at all times of the Deputy Chief Executive's daily schedule and ensure they are aware of their appointments and meetings, managing any delays or lateness as appropriate.
- Request divisions to provide briefing (either written or verbal) for appointments in the diary as appropriate, preferably 48 hours in advance of meetings.
- Monitor and respond to all invitations as appropriate.
- Provide secretariat support as required by scheduling and managing rooms and attendance; preparing documentation; taking minutes; and managing action items.
- Arrange all travel requirements for the Deputy Chief Executive, including flights, accommodation, passport/visa requirements, and ensuring any briefing papers are obtained from relevant divisions.
- Manage Deputy Chief Executive expense reporting through the organisation's financial management system.

Oversight of Correspondence

- Undertake careful quality control of all correspondence for the Deputy Chief Executive signature, making appropriate amendments as required, to ensure the highest standard is maintained.
- Monitor daily the Deputy Chief Executive's emails and raise awareness of any issues/risks; and respond to routine correspondence autonomously or with input from the Deputy Chief Executive or their office.
- Draft correspondence, reports, presentations, or other material as required.

P&O Office Support

- Identify and implement process improvements in consultation with the Deputy Chief Executive and their office.
- Administer general tasks that enable the smooth maintenance of the Deputy Chief Executive's office, resources and equipment.
- Coordination of group-level responses.
- Support the People and Operations Groups' communications programme.
- Assist with any other administrative tasks required to support the smooth functioning of the People and Operations Group.

Situational Awareness

- Proactively maintain awareness of emerging issues and risks of importance to the Deputy Chief Executive and their office
- Keep abreast of policy and process changes and ensure the team is aware of the latest requirements
- 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

Organisational Responsibilities

- Understand the Ministry's strategic priorities and high-level outcomes framework and how this role contributes to the framework.
- Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies, and external stakeholders.
- 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.
- Be aware of and adhere to the Ministry's Health and Safety policies and procedures.

- Share in the responsibility for health and safety in the work environment by carrying out work-related activities in accordance with safe operating procedures and by accurately reporting all hazards, accidents and incidents.
- Treating information as taonga, and creating reliable and trustworthy records in approved systems so that they can be found and used by others
- Participate in Ministry-wide projects and emergency responses as required.
- All other duties as reasonably 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.

Skills, Knowledge and Experience - Tohu Mātauranga, Pūkenga, Mātauranga, Wheako

The Executive Assistant will have the following experience, skills, and knowledge:

Experience:

- Minimum of 5+ years' experience in an office-based support role

Skills and knowledge:

- Demonstrates the drive and ability to improve own capability. Includes self-awareness and self-improvement focus.
- Discretion and ability to demonstrate good judgement and decision-making skills
- Ability to build, maintain and leverage relationships with key internal and external contacts.
- Intermediate/Advanced user of Microsoft Office suite of products and comfortable with adopting new technologies.
- Strong written and verbal skills.
- Strong planning and organising skills.
- A good understanding of the machinery of Government and the Government decision making process.
- Understanding of The Treaty of Waitangi/Te Tiriti, Te Reo Māori and Māori customs and protocols would be beneficial.

Relationships - Pātahitanga

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

Within the Ministry:

- Members of the Senior Leadership Team and their Executive Assistants
- The Office of the Deputy Chief Executive People and Operations Group
- Divisional Managers within People and Operations Group
- Other MFAT staff, both onshore and offshore

Outside the Ministry:

- Ministers' Offices
- Government departments/agencies
- Service providers

Delegations - Whakatautapatanga

- Delegations are set out in the Ministry's Instrument of Delegation.

Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

- You must hold New Zealand citizenship or Permanent Resident visa
- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.

References

- **Ministry's Strategic Intentions**

Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>