

## Position Description

### Position Title - Ingoa Tūranga

Executive Assistant (400865)

### Group - Puni

American and Asia Group

### Division - Tānga

Americas Division – Honolulu Post

### Reports to - Menetia

Administration Manager, Honolulu

### Diversity and Inclusion - Kanorau, Kauawhi

We aim to be a workplace that values and applies diverse thinking, people, and behaviours. Our staff reflect the diversity of New Zealand and the countries we work in, and we respect and value contributions from people with different backgrounds, experiences, and perspectives.

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 Consulate-General supports flexible working arrangements to help staff maintain work-life balance. At times, business needs may require staff to be available during specific hours or for extended periods to meet temporary workload demands.

The Consulate-General in Honolulu represents New Zealand's interests in Hawai'i and is accredited to Guam, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau. The Consulate-General supports New Zealand's foreign policy, trade, development, and consular objectives in the North Pacific region.

### About the Position - Mō te Tūranga

The Executive Assistant plays a pivotal role in supporting the Consul General and wider Post leadership. This multifaceted role focusing on executive support, financial administration, event management, and consular support. The position requires a high level of professionalism, discretion, as well as cultural competency, to reflect the deep cultural and ancestral ties between Aotearoa and Hawai'i.

### Key Accountabilities - Kawenga Matua

The following key accountabilities of this role assist in delivering the Consulate-General's purpose:

#### Executive Support

- Provide high-level administrative and strategic support to the Consul General and senior leadership, ensuring smooth day-to-day operations.
- Manage complex calendars, coordinate meetings across time zones, and prepare briefing materials that are accurate, timely, and relevant.
- Draft, review, and manage correspondence with professionalism and discretion, maintaining confidentiality at all times.
- Proactive management of priorities, coordination of engagements, and trusted support that enables leadership to focus on strategic outcomes.

#### Financial Administration

- Assist with financial processes including invoice coding, expense reconciliation, and monthly reporting, ensuring compliance with Ministry policies.
- Maintain accurate financial records and support budget tracking, forecasting, and procurement activities.
- Liaise with suppliers and service providers to ensure timely payments and resolve discrepancies.
- Financial processes are accurate, timely, and transparent; records are well-maintained; and the Executive Assistant is a reliable partner in financial stewardship.

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#### Event Management

- Plan and deliver official events and representational functions, managing logistics, guest lists, invitations, and vendor coordination.
- Ensure events reflect New Zealand's values and cultural protocols, including te ao Māori and traditional Hawaiian customs.
- Monitor event budgets and conduct post-event evaluations to inform continuous improvement.
- Events are culturally respectful, professionally executed, and leave a positive impression on stakeholders and guests.

#### Consular Support

- Provide frontline consular assistance to New Zealand citizens, including during emergencies, in accordance with Ministry guidelines.
- Maintain consular records and contribute to emergency preparedness planning and response activities.
- Promote SafeTravel registration and support consular outreach initiatives.
- Kiwis feel supported and informed; consular processes are handled with empathy, efficiency, and professionalism; and the Executive Assistant contributes meaningfully to crisis readiness.

#### Health and Safety

- Lead health and safety for your area, ensuring compliance with the Health and Safety at Work Act 2015.
- Identify and manage hazards and risks, maintain registers, and implement mitigation actions.
- Report incidents promptly and escalate critical risks to management.

#### Organisational Responsibilities

- Understand and contribute to the Consulate-General's strategic priorities and outcomes.
- Demonstrate organisational values and apply Tikanga and Treaty principles appropriately.
- Share knowledge, contribute to learning opportunities, and support reporting requirements.
- Participate in projects, emergency responses, and other duties as required.

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

#### Skills & Experience

- Proven experience in executive support, administration, or a similar high-responsibility role.
- Strong organizational skills with the ability to manage multiple priorities and deadlines effectively.
- Excellent written and verbal communication skills, with a high level of discretion and professionalism.
- Financial literacy and experience with budgeting, procurement, and expense reconciliation.
- Demonstrated ability to plan and deliver events, including stakeholder engagement and vendor coordination.
- Cultural competency in te ao Māori and/or traditional Hawaiian perspectives, with sensitivity to protocol and representation.
- Proficiency in office software and digital tools, including calendar management, document preparation, and record keeping.
- Ability to work independently and collaboratively in a diplomatic or cross-cultural environment.
- Calm and empathetic approach to consular support, especially in high-pressure or emergency situations.
- Commitment to public service and alignment with the values and mission of the Ministry.

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### Relationships - Pātahitanga

#### Key Relationships

##### Internal (within the Consulate-General)

- Head of Mission
- Seconded staff
- Account Managers (Finance, HRG, PDG)
- Regional Assets Manager (AMD)
- Information Management Division (IMD)

##### External

- Suppliers and service providers
- Event specialists
- Hawai'i State Government representatives
- Administrators in other diplomatic missions

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#### Delegations - Whakatautapatanga

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

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#### References

- Consulate-General's Strategic Intentions 2019-2023  
Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>