

# Position Description

## Position Title - Ingoa Tūranga

**Driver and Administrative Assistant**

## Group – Puni

AAG

## Post - Tāngā

Seoul

## Reports to – Menetia

Administration Manager

### About the Embassy - Mō te Kāinga Taumata

The Post 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 the host Country and accredited countries where relevant, that enables the New Zealand Government to achieve more than they could alone.

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 New Zealand Embassy 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 Embassy'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 Position - Mō te Tūranga

The Driver is responsible for supporting the efficient and effective operation of the Post by providing driving, messenger and administrative support relating to vehicle maintenance. This includes ensuring that vehicles are always clean and in good running condition. The position also provides general administrative support to the office.

### Key Accountabilities - Kawenga Matua

#### Driving

- Regularly check the driving schedules and liaise regularly with the Administration Manager and others regarding the driving requirements for the post.
- Provide safe and punctual driving services to all passengers, including assisting with luggage etc.
- Be familiar with the best routes to and from destinations, including to airports, and be able and prepared to alter driving routes when traffic/weather conditions warrant.
- Complete appropriate records of use including vehicle running sheets for each vehicle used, and maintain adequate stock of vehicle running sheets in the vehicle.
- Ensure availability through a cell phone at all times while on duty.

- Undertake messenger and delivery services as required.

**Vehicle Maintenance**

- Maintain the post's vehicles to a high standard, ensuring they are clean and safe to drive at all times.
- Carry out regular maintenance checks on vehicles and maintain accurate and up-to-date service records and manuals.
- Arrange for regular servicing of vehicles, if possible at a time that does not conflict with post needs.
- Ensure all vehicles have adequate fuel at all times.
- Prepare all cars for seasonal driving conditions (e.g. fitting of snow tyres, addition of antifreeze, etc).
- Assist in the repair, purchase or sale of official vehicles.
- Ensure that vehicles are secured when left unattended and garaged at night.

**Administration**

- Assist with the registration and deregistration of official and personal vehicles.
- Advise seconded staff on official procedures for purchase and disposal of personal vehicles.
- Advise seconded staff on official procedures for purchase and disposal of personal mobile phones.
- Assist with photocopying, reception duties, purchase of office supplies, delivery or collection of office mail and other duties when not driving
- Assist with the movement of furniture at the residence for official functions.

**Organizational Responsibilities**

- Ensure all policies and procedures are adhered to.
- Be aware of and adhere to the Health and Safety policies and procedures.
- Contribute to Post-wide projects and emergency response situations.

**Knowledge Management**

- Contribute to the continuous development of the Post's knowledge base by using the Post's internal systems, sharing information and data with relevant staff.

**Security**

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

**Other**

- Undertake additional duties and after hours duties as required.

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

You must have the following qualifications, skills and experience:

- Hold a current, clean driver's licence and be able to drive post vehicles safely in local conditions
- Eight to ten years previous professional driving experience e.g. providing chauffeur services, driving for senior officials or dignitaries
- Good knowledge and experience of basic car maintenance
- Demonstrated ability to contribute to and work within a team
- Written and oral communication skills (in both English and Korean)
- Demonstrated ability to build and maintain effective relationships
- Well-developed organisational skills and the ability to prioritise tasks effectively and work under pressure
- Strong customer focus, with the ability to communicate effectively with a range of people
- Ability to work autonomously and within guidelines, demonstrating the use of sound judgement
- 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.

**Additional Comments**

- Ability to obtain and maintain appropriate security clearances (specifically, local police clearance).
- Ability to work overtime on a regular basis and during peak visit periods and weekends as required.
- 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 carry out on-call duties.

### Relationships - Pātahitanga

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

#### Internal (within Post)

- Head of Mission / Post
- Other seconded and locally engaged staff
- Administration Manager

#### External (outside Post)

- Ministers and officials
- Car repair/trades people
- Service company representatives

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### Delegations - Whakatautapatanga

- The position does not have any financial responsibilities.

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### Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

- Ability to obtain and maintain appropriate security clearances (specifically, local police clearance).