

POSITION DESCRIPTION

Position:	Kaiāwhina Executive Assistant to Chief Executive
Reporting to:	Te Tumu Whakarae Mō te Wāhine Chief Executive
Location:	Wellington
Tenure:	Permanent
Pay band:	4
Date:	September 2023

Te Aronga o te Ratonga Tūmatanui/ Public Service Purpose

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i ōna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Our Role, Purpose and Vision

We are the Government's principal advisor on improving the lives of wāhine women and kōtiro girls in Aotearoa New Zealand. This sees us provide system leadership, working across government and with a range of partners and groups to improve outcomes for wāhine women and kōtiro girls. Our people are crucial to achieving our strategic outcomes set out in our Strategic Intentions document.

Our work currently focuses on achieving four strategic outcomes:

- Wāhine Māori have improved outcomes
- All wāhine women and kōtiro girls enjoy economic security and thrive throughout their lives
- All wāhine women and kōtiro girls fully participate in society
- All wāhine women and kōtiro girls are safe from all forms of violence

Position Purpose

The purpose of this position is to provide effective and responsive executive and administrative support to the Chief Executive.

Key Result Areas

Focus	Responsibility
Executive Support to the Chief Executive	Provides a high level of executive support, which includes but is not limited to: <ul style="list-style-type: none"> • Develop an understanding and knowledge base of the Ministry's responsibilities and the CE role, to anticipate needs and provide professional and executive support • Provide advanced diary management with a focus on forward planning and delivering on priority outcomes • Manage correspondence systems to ensure that all information is actioned, prioritised, and responded to appropriately and in a timely manner • Establish and maintain collaborative and influential relationships with key stakeholders' including the Minister's office, private secretary and executive assistants, to ensure the Ministry is well positioned and that the CE is well briefed ahead of all engagements • Coordinate CE meetings including agendas, papers, reports, minutes and travel organise refreshments/lunches and greet visitors as required • Deal sensitively and confidentially with all information; adhering to privacy and security requirements.
Support for wider Ministry Administration	Provide guidance on administrative and personal assistance best practice, and mentoring support to other administrators in the Ministry
General	<ul style="list-style-type: none"> • Support and contribute to appropriate Ministry-wide projects as required • Maintain an awareness of the wider team activities and work to proactively respond to urgent needs and provide support where needed • Establish and maintain effective and proactive working relationships with all internal and external contacts • Undertake additional responsibilities as requested

Key Functional Relationships

- Internal:** The Leadership Team
 Corporate Services Coordinators
 Manatū Wāhine kaimahi
- External:** The Minister's Office
 Central Agencies
 Other Government agencies
 Partners and stakeholders

Person Specification

- Substantial experience in office administration and/or executive assistance.
- Advanced knowledge of administration and government policies, procedures, and technology.
- Demonstrated ability to cultivate, develop and maintain key relationships.
- Demonstrated expertise in a variety of computer applications, such as Microsoft Word, Visio, Excel, Outlook, PowerPoint and SharePoint (from an intermediate to advance skill level)
- Skills in database management would be an advantage.
- Proven ability to work methodically and systematically with a high level of accuracy and attention to detail.
- Proven experience in identifying and implementing improvements to administration systems and processes.

Capabilities

1. Leadership

Te Kawa Mataaho Leadership Success Profile (LSP) describes what 'good' leadership looks like at all levels within the New Zealand public sector.

While your role is not a people leadership role, the following leadership characters are important.

Leadership Characters
Curious
Honest and courageous
Resilient
Self-aware and agile

You can find further information on the LSP here: [Leadership Success Profile](#)

2. Māori Crown Relations

The [Māori Crown Relations Individual Capability Framework](#) describes what Māori Crown relations skills are needed for effective leadership looks across New Zealand's Public Service.

Other Requirements

You are required to comply with the standard operating requirements of Manatū Wāhine, ie you must comply with all the health, safety & wellbeing standards, financial, people, legal and other delegations set out in Standard Operating Procedures, policies and instructions (refer to the Intranet for further information).

Changes to Position Description

Positions at the Ministry may change over time as it evolves and priorities change. Responsibilities may change as the job evolves over time and the manager of this position may initiate such change as necessary