



Ngā Kōrero e pā ana ki te Tūranga Job Description

Executive Assistant

Business Group	Te Pou Kaupapahere Policy
Location	Wellington
Salary band	A6

Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna 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 ū mātou hapori, 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.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga| Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

*He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga
We shape an education system that delivers excellent and equitable outcomes*

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings, and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

Tēnei Tūranga | About the role

As a key position within the Te Pou Kaupapahere, you will be responsible for providing executive support to the Hautū | Deputy Secretary by effectively managing their schedule and performing a wide variety of complex and confidential administrative, secretarial, analytical and research duties. Duties performed require considerable confidentiality, initiative, and mature and independent judgment.

The Executive Assistant will support the Hautū to ensure their function is well positioned to deliver on its overarching strategic and operational objectives and ensuring collaboration across Te Mahau and Te Tāhuhu as well as related Crown Entities and operational partners. The Executive Assistant reports to the Director of the Office of the Hautū.



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Ngā Haepapa | Accountabilities

As an Executive Assistant you will:

- Develop knowledge and understanding of the Hautū's work commitments and priorities to assist them in meeting their requirements of their role. This includes analysing information received to identify emerging issues, associated risks and potential solutions, and ensure they are brought to the Hautū's attention.
- Manage private and confidential information, situations and issues in a manner that reflects the level and seniority of the environment.
- Maintain the confidence and trust of the Hautū.
- Pro-actively manage diaries, travel, meetings, and logistics effectively and efficiently to support the Hautū to undertake the requirements of their role.
- Monitor correspondence and refer queries to the most appropriate manager or staff member and identify and draw attention to important and urgent tasks.
- Make appropriate decisions on behalf of the Hautū within relevant protocols and policies.
- Prepare papers and briefings for the Hautū allowing adequate time for reading, and draft reports on areas in which they need further advice, and ensure storage and distribution of all confidential papers in accordance with Ministry policies, processes, and systems.
- Ensure speeches and speaking notes for the Hautū are prepared for speaking opportunities internally and externally.
- Draft correspondence and develop presentations on behalf of the Hautū.
- Administer financial and purchasing processes on behalf of the Hautū and monitor expenditure against budget as required.
- Organise and manage meetings and events for the group.
- Contribute as a member of the Office of the Hautū to build the capability of the team. Promote the right attitudes and behaviours that contribute to the overall culture of the Office of the Hautū, respecting our obligations to te Tiriti.

You will make decisions in accordance with the Ministry's policies and delegations framework.

Wheako | Experience

To be successful in this role you will have the following experience:

- Proven experience providing executive support to a senior leader in a complex and fast paced environment.
- Experience managing the diary of a senior leader, arranging appointments and organising papers to support meetings.
- Experience booking travel, organising conferences/ events and related requirements.
- Experience in formatting documents, reports and surveys.
- Excellent time management and organisational skills.
- Effectively work with the Microsoft suite of products including Word, Excel, PowerPoint and OneNote.
- Skills in setting up virtual meetings using applications such as Teams and Zoom.
- Knowledge of and experience of the Machinery of Government and/of public sector.



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Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- Proven ability to maintain utmost integrity in all interactions and treating all information you are party to in your role as confidential.
- A track record of excellent customer service and dedicated to meeting the expectations and requirements of internal and external customers.
- Proven ability to establish and maintain strong relationships across a diverse group of customers and gain their trust and respect.
- Demonstrate initiative and a high degree of professional independence and self-discipline, remaining calm under pressure.

Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, confident, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono Valuing Māori	Developing
Pou Mana Knowledge of Māori content	Developing
Pou Kipa Achieving equitable education outcomes for Māori	Developing
Pou Aroā Critical consciousness of racial equity for Māori	Developing

Leadership Success Profile - Te Kawa Mataaho | Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry’s intranet.

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	January 2024
Approved	HR Advisory Team



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