

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Executive Assistant

Business Group	Te Mahau takiwā
Location	Regionally based
Salary band	A5

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 āiane, 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 ō 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

The Executive Assistant (EA) will provide support to the Director of Education 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, tact, and mature and independent judgement.

The position requires leadership qualities such as adaptability, flexibility, dependability and accountability. Much of the work is self-appointed and requires a high degree of professional independence, initiative, self-discipline and remaining calm under pressure.

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Ngā Haepapa | Accountabilities

As an Executive Assistant you will:

- Develop knowledge and understanding of the Director of Education's work commitments and priorities to assist them in meeting their requirements. This includes analysing information received to identify emerging issues, associated risks and potential solutions and ensure they are brought to the Director of Education'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 Director of Education.
- Pro-actively manage diaries, travel, meetings, and logistics effectively and efficiently to allow the Director of Education to undertake the requirements of their role.
- Anticipate the demands on the Director of Education's time and proactively manage commitments and diary changes, at times without consultation, i.e. display the ability to make judgments
- Ensure the Director of Education's daily mail, including emails, are responded to, forwarded as appropriate and, where required, follow up on action items
- 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 Director of Education within relevant protocols, policies and delegation frameworks
- Prepare papers and briefings for the Director of Education 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.
- Draft correspondence and develop presentations on behalf of the Director of Education.
- Administer financial and purchasing processes on behalf of the Director of Education and monitor expenditure against budget as required.
- Keep the Director of Education and Senior Manager(s) informed of all critical reporting times.
- Proactively identify process improvements and make recommendations to Director of Education and/or the Business Support Manager
- Promote the right attitudes and behaviours that contribute to the overall culture and capabilities of the region, respecting our obligations to te Tiriti.
- Support the regional Incident Management Team in the role of Controllers Assistant

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 organisation.
- Experience booking travel, organising conferences/ events and related requirements
- Excellent time management and organisational skills
- Knowledge of and experience of the Machinery of Government and/or 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 focus 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, self-discipline and remaining calm under pressure.
- Experience in providing high quality and timely advice, written and verbal
- Curious - Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions
- Self-aware & agile - Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people.

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, consolidation, 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	May 2023
Approved By	HR Advisory team