



## Job Description

Job Title:	Executive Assistant
Group/ Directorate:	Any Treasury group or directorate
Reports to:	Director or Deputy Secretary
Location:	Wellington
Date:	November 2023

## Public Service Introduction

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 hāpori, ā, e arahina ana mātou e ngā mātauranga 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.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>).

## Treasury's Vision and Purpose

At Te Tai Ōhanga The Treasury we're creating a better future for New Zealand and everyone who calls our amazing country home. We're the Government's economic and financial advisor, working hard to raise the standard of living for everyone in Aotearoa, now and in the future.

Our talented people bring their diverse backgrounds and experiences to tackling New Zealand's biggest and most inter-connected issues like child wellbeing, climate change, health, housing and sustainable public financing. Every day, they are influencing, advising, and supporting Ministers, Crown CEOs and Government decision-makers to shape our country's collective tomorrow.

## Our Values

- ▶ **Making a Difference - Kia Pono** - Our place at the heart of New Zealand's economic and financial tides provides a unique perspective and opportunity to influence, lead and serve. We apply our experience, skills and judgement and, with integrity, create high-quality, sustainable solutions on the big issues for New Zealand.

- ▶ **Enhancing Mana - Kia Whakamana** - He tangata, he tangata, he tangata! Our strength lies in the way we respect, empower, and connect with others. We are self-aware, open, and inclusive which ensures everyone can contribute and succeed. We inspire others with our enthusiasm and aspirations.
- ▶ **Achieving Together (Kia Hono)** - Our success rests on the way we work and achieve results together, both with those inside and outside Te Tai Ōhanga. Curious, bold and resourceful, we build on the foresight, courage, and commitment of those who served before us.

## Role Purpose

The purpose of the Executive Assistant role is to provide effective and efficient executive support for senior managers.

## Key Accountabilities

Key Accountability Areas:	Key accountabilities/expectations:
Executive Administration Support	<ul style="list-style-type: none"> <li>• Screen, assess and manage requests of the manager's time</li> <li>• Manage the manager's diary and itinerary to identify and resolve any issues or conflicts with time available and agreed commitments</li> <li>• Anticipate the manager's requirements for each engagement and co-ordinating information and resources for the commitments and appointments.</li> <li>• Manage the manager's inbox to oversee all incoming emails, and meeting requests, advising the manager of any updates and important/urgent messages</li> <li>• Producing draft correspondence and reports on behalf of the manager</li> <li>• Coordinate meetings including arranging logistics, sending invites, preparing agendas, completing minutes, distribution of information, catering, travel</li> <li>• Liaise with Finance to track and advise the manager in relation to their portfolio budget</li> <li>• Process invoices, purchasing cards, general expense claims as per finance processes.</li> <li>• Maintain up-to-date and relevant databases and filing to ensure that complete information will be available upon request and in a timely manner.</li> <li>• Complete general administration support including, filing, photocopying, travel arrangements (domestic or liaising with the Travel Coordinator for international)</li> </ul>

Key Accountability Areas:	Key accountabilities/expectations:
Administration Leadership	<ul style="list-style-type: none"> <li>• Participate in cross-Treasury administration projects e.g. Budget, International conferences.</li> <li>• Provide mentoring and guidance to other administration staff</li> </ul>
Continuous Improvement	<ul style="list-style-type: none"> <li>• Identify and recommend ideas for improving administration processes and activities</li> </ul>

## Role Scope

### *Key Dimensions of Resources Controlled:*

Revenue:	Nil
Expenditure:	Nil
Capital Assets:	Nil
Direct reports:	Nil

## Key Relationships

Internal	External
<ul style="list-style-type: none"><li>• Executive Leadership Team (ELT)</li><li>• Team Leader Business Support</li><li>• Other EA's</li><li>• Team Assistants (within Portfolio &amp; across the organisation)</li><li>• Manager Ahikā – Facilities and Business Support</li><li>• Kaiurangi &amp; Managers (within Portfolio &amp; across the organisation)</li><li>• Travel Coordinator</li></ul>	<ul style="list-style-type: none"><li>• Minister's office staff</li><li>• EAs/PAs to CEs (public and private sector) and other high ranking officials</li><li>• EAs/PAs to stakeholders</li><li>• Senior Managers across the Corporate Centre</li><li>• Non-Executive Board members</li><li>• Some media</li></ul>

## Qualifications/Experience

- ▶ Minimum of 2 years' experience in an executive assistant role supporting senior management
- ▶ Excellent oral and written communication skills
- ▶ Ability to be innovative and creative in thinking through issues and problems as they arise
- ▶ Is able to work effectively as a team member and autonomously as and when required
- ▶ Ability to build and maintain strong relationships with a variety of people
- ▶ Strong customer service ethic with the ability to deliver accurate, timely and quality products
- ▶ Ability to negotiate and influence
- ▶ High levels of integrity, with practised judgment and discretion
- ▶ Highly effective planning and organisational skills; including time and workflow management, prioritising tasks and responsibilities in a complex work environment
- ▶ Proven experience with MS suite including advanced skills in OUTLOOK and WORD, and intermediate skills in EXCEL and PowerPoint.
- ▶ Shows an awareness of, and commitment to, the principles of the Treaty of Waitangi
- ▶ Ability to create and sustain an environment that promotes biculturalism and responsiveness to Maori issues
- ▶ Understanding of the government environment (desirable)
- ▶ Ability to meet the requirements to hold a NZ Government security clearance