

He kōrero mō te tūranga | Job Description

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|---------------------------------------|---|
| Tūranga Job Title: | Personal Assistant to Director, Auckland Light Rail |
| Tīma Team: | Business Support |
| Rōpu Group: | Te Kāhui Tangata Corporate Services |
| Mā wai e tiaki Reporting to: | Manager, Business Support |
| Wāhi Mahi Location: | Wellington |
| Rahi o te Utu Salary band: | 13 |
| Wā whakarite Date: | August 2022 |

Te Aronga o te Ratonga Tūmatanui / Public Service Purpose

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kōunga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the public service in our work.

Ō mātau uaratanga | How we do things – our values

KEI ROTO MĀTAU | INVESTED - We are committed and responsible

HE MĀIA | BOLD - We are courageous, shaping our place in the world

MAHI NGĀTAHI | COLLABORATIVE - We are connected and journey with others

He whakamana i a Aotearoa kia momoho | Enabling New Zealanders to flourish – our purpose

Our purpose statement goes beyond describing what our organisation does. It succinctly and powerfully captures the value that we will deliver to New Zealanders.

- **Flourish:** A living organism flourishes when it grows or develops in a healthy or vigorous way, especially as the result of a particularly congenial environment. We think that's what transport should do for New Zealanders.
- **New Zealanders:** New Zealanders are central to what we do. This includes New Zealand Inc, the business sector, and our international connections, but at the heart of all of it people.
- **Enabling:** We are here to help create the transport ecosystem that will enable society and businesses to flourish, and grow.

Personal Assistant to Director, Auckland Light Rail

The Ministry of Transport is the Government's system lead on transport. Our purpose is to enable New Zealanders to flourish, reflecting transport's role in shaping our society, economy and environment.

The Corporate Services Group is responsible for leading the development of, and supporting the effective implementation of the Ministry's organisational and policy strategy, through the effective delivery of specialist corporate services.

This role is part of the Business Support Team. The Business Support Team provides a range of high quality, professional support services to the Ministry, including office administration and facilities management.

The Ministry's work on Auckland Light Rail (ALR) is overseen by a Director. The Ministry has a key role to oversee a cross agency work programme to support delivery of this key project. The role of the Personal Assistant to the Director Auckland Light Rail is to contribute to the effective and efficient operation of the project by providing high-level professional support services to the Director Auckland Light Rail and wider team.

Hei aha kei tō raurau | What you will do to contribute - key responsibilities

This role has responsibility for providing high level secretarial and administrative support to the Director, Auckland Light Rail, as well as providing high level, efficient administrative support to the wider ALR team. The key responsibilities of the Personal Assistant are:

- Providing personal assistant support to the Director.
- Managing diary and scheduling of appointments.
- Triaging of emails, managing incoming communications, drafting responses where appropriate and actioning outgoing communications.
- Prioritising the Director's commitments appropriately, actively finding solutions to accommodate priorities and communicating their availability in a constructive and polite manner.
- Ensuring the Director is kept up-to-date with issues, priorities and developments.
- Operating an effective bring up system.
- Anticipating meetings the Director regularly attends and ensuring they are well briefed and prepared.
- Arranging and prioritising meetings, appointments and other activities for both the Director and the ALR team
- Performing an intermediary role between all contacts to the Director, ensuring effective communication channels and administration systems are in place
- Acting as a main point of contact for the Director with the Minister's office and coordinating meeting requests with the Minister.
- Providing support to meetings, including collating material, coordinating and preparing agendas, note taking, distributing papers and follow-up action.
- Ensuring key records are appropriately filed in the Ministry's records management system.
- Liaising with transport sector agency executives and their EA/PA's as well as other external stakeholders in the private and wider public sectors.
- Arranging domestic travel and accommodation and accommodation for both the Director and the team, including itineraries.
- Processing invoices for approval and payment, including allocation of expense codes and result areas and working with the ALR Programme Management Office to provide information for the purposes of budget management

- Preparing expense claim forms and reimbursements, and preparing reconciliations
- Organising functions, on behalf of the Director; including invitations, guest lists, caterers to ensure functions run smoothly.
- Identifying opportunities of internal best practice, delivering sound administrative systems and processes as part of a business group support team.
- Working with the Business Support team to actively improve whole of Ministry professional support services.
- Developing effective relationships with internal and external stakeholders
- Understanding the relevant delegation procedures and key Ministry policies in order to support the Director in taking appropriate actions and making key decisions
- Other administrative duties as necessary in relation to the ALR team's outputs, including ministerial briefings and official correspondence

The incumbent may be required to perform other work which is consistent with the nature of the role.

Tō oranga i te wāhi mahi nei | Your health, safety and wellbeing

At the Ministry we expect all employees to:

- Work safely and take responsibility for keeping self and colleagues free from harm
- Report incidents and hazards promptly
- Know what to do in the event of an emergency
- Ensure personal health and safety standards are adhered to when at work or offsite when working

Kia mahi koe ki a wai | Who you will work with to get the job done

| | |
|-----------------|--|
| Internal | Director, Auckland Light Rail |
| | Auckland Light Rail team members |
| | Policy teams in both Wellington and Auckland |
| | All Managers and staff |
| | Corporate Services staff |
| External | Ministers and Associate Ministers |
| | Private Secretaries and office staff of the Ministers office |
| | Auckland Policy Office |
| | Board members of the transport Crown entities |
| | Counterparts in other relevant departments and agencies |
| | Professional associations |
| | International stakeholders |

Ngā kaimahi māu e tiaki | Direct Reports

- Nil

Ōu pūkenga | What you will bring specifically

Experience:

Essential:

- Experience in providing professional support at a senior support level, preferably in the public sector
- Outstanding organisational, prioritisation and time management skills
- Excellent communication skills, both written and oral including excellent listening skills
- High-level attention to detail, presentation layout and accuracy
- The ability to relate easily and effectively to a wide variety of people, with consideration and diplomacy
- Ability to work under pressure as part of a team while exercising initiative and tact
- Have experience of utilising records management tools.

Desirable:

- Experience in, or knowledge of, the transport sector
- Experience of working in government, a sound understanding of the role of the public service and of working with Ministers and other government departments and agencies.

Knowledge & Skills:

- High level of proficiency in Microsoft Office tools and products (e.g. Word, Excel, Outlook, PowerPoint), is essential.

Other requirements:

Relevant working experience within a Government Agency or similar organisation

Ka tāea te aha | Capabilities

We use the Leadership Success Profile (LSP) to help guide our people, including those not in management positions, towards the skills and capabilities needed for success within the Ministry and across the public sector.

Honest and courageous

Deliver the hard messages and makes difficult decisions in a timely manner to advance the longer-term best interests of customers and New Zealand.

Curious

Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.

Self-aware and agile

Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people.

Resilience

Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.