

# Te Whakahuatanga | Job Description

<b>Job title</b>	Executive Assistant   Kaiāwhina		
<b>Group</b>	Office of the Chief Executive/Sector Strategy/Policy/Regulatory/Investment & Monitoring		
<b>Reporting to</b>	Pou Turuki/Tumuaki o ngā kaimahi   Deputy Chief Executive/Chief of Staff		
<b>Location</b>	Wellington Office / Auckland Office		
<b>Direct reports</b>	N/A	<b>Security clearance</b>	N/A
<b>HR delegation</b>	N/A	<b>Finance delegation</b>	N/A
<b>Salary band</b>	Band 13	<b>Date</b>	November 2023

## Te Aronga o te Ratonga Tūmatanui | Public Service Purpose

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.

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

## Enabling New Zealanders to flourish – Te Manatū Waka’s purpose

We are the Government’s system lead on transport. We provide advice about how the transport system needs to change to support the New Zealand economy and the transport needs of New Zealanders. Our purpose is to enable New Zealanders to flourish, reflecting transport’s role in shaping our society, economy and environment. You can find out more about Te Manatū Waka at (<https://www.transport.govt.nz/about-us/>)

## Ngā uaratanga matua | Our values

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

**INVESTED  
KEI ROTO MĀTUA**  
We are committed and responsible

**COLLABORATIVE  
HE MAHI NGĀ TAHI**  
We are connected and journey with others

## Executive Assistant | Kaiāwhina Position

The Executive Assistant contributes to the effective and efficient operation of the relevant Group by providing high-level professional support services to the DCE/CoS and other senior leaders within the Group.

### Te mahi | What you will do

This role is responsible for:

#### *Trusted Adviser*

- Build a strategic partnership with the DCE/CoS to be a confidential and trusted adviser by developing the knowledge and understanding of the group and the work we carry out.
- Ensure that the DCE/CoS is kept up to date is issues, priorities and developments.
- Perform an intermediary role between all contacts to the DCE/CoS, ensuring effective communication channels and administrative systems are in place and the DCE/CoS' expectations are met in regards to how they are represented internally and externally.
- Maintain an up-to-date knowledge of and apply all Te Manatū Waka policies and procedures to ensure compliance.

#### *Executive Assistance*

- Proactively identify and draw attention to matters that require urgent action and prepare the groundwork ready for response, ensuring matters of risk and important issues are effectively flagged and resolved and sensitive information appropriately handled.
- Provide effective diary and email management for the DCE/CoS, plan and optimise their schedule considering commitments, priorities and conflicting demands. Screen, assess and manage request of their time.
- Anticipate meetings the DCE/CoS regularly attends and ensure all papers and/or briefings are available and prioritised.
- Acting as a main point of contact for the DCE/CoS with the Minister's office and coordinating meeting requests with the Minister, including coordinating the weekly meeting with the Minister.
- Maintain an overview of, and assistance to, the provision of secretariat support for relevant transport entities as required.
- Arrange and coordinate all aspects of meetings including forward agenda, following up actions, timely minutes are prepared to ensure the effective operation of meetings.
- Provide administrative support to senior leaders within the group.

#### *Business and Administrative Support*

- Organising functions, on behalf of the DCE/CoS; including invitations, guest lists, caterers to ensure functions run smoothly.
- Ensure that the DCE/CoS' tasks are completed in a timely and efficient manner and that correspondence is timely and appropriate to the circumstances.
- Arranging domestic and international travel and accommodation, including itineraries.

#### *Manage relationships*

- Develop and maintain effective working relationships with transport sector agency DCEs and their EA's as well as other external stakeholders in the private sector and wider public sector that contribute to the effective executive support of the DCE/CoS.

#### *Contributes to the wider Te Manatū Waka*

- Understand and keep updated with Te Manatū Waka's strategic direction and organisational structure, policies and practice.
- Coordinating and liaising with other EAs to exchange information on best practice and assist in the development of standards for team support.

The duties and responsibilities in this document are not exhaustive. The incumbent may be required to perform other work which is consistent with the nature of the role.

### Tou kapa | Who you will work with

Internal	External
Chief Executive	Ministers and Associate Ministers
Senior Leadership team	Private Secretaries and office staff of the Ministers office
All Managers and staff	Board members of the transport Crown entities
	Counterparts in other relevant departments and agencies
	Professional associations
	International stakeholders

### Te mea e mauria mai e koe | What you will bring

- Experience in providing professional support at a senior 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 details, 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 and tight deadlines.
- High level of proficiency in Microsoft Office tools and products (e.g. Word, Excel, Outlook, PowerPoint, Visio) is essential.
- Experience in, or knowledge of, the transport sector.
- Experience of working in government, a sound understanding of the role of the public services and working with Ministers and other government departments and agencies.
- Proficiency in Microsoft Office tools and products (e.g. word, excel, outlook, powerpoint, visio).

### Hei Arataki | Te Manatū Waka’s Māori Strategy

Hei Arataki has been developed to improve transport outcomes for Māori. Hei Arataki acknowledges that New Zealanders are not flourishing if Māori are not flourishing, and sets out our strategy direction to identify issues and opportunities for Māori in transport policy design and delivery.

<https://www.transport.govt.nz/assets/Uploads/Paper/HeiAratakiMaoriStrategy-1.pdf>

Hei Arataki is underpinned by the following Ngā Mātāpono | Guiding Principles:



**Rangatiratanga**

Empowering  
and Leading



**Kaitiakitanga**

Guardianship and  
Protection



**Whanaungatanga**

Collaboration  
and Unity



**Manaakitanga**

Caring for and  
valuing others

## Te rereketanga me te whakauru | Diversity and inclusion

We want our workforce to increasingly reflect the communities we serve. Te Manatū Waka welcomes and supports people diverse backgrounds including people of all gender identities, ages, ethnicities, sexual orientations, disabilities and religions. A requirement of this role is to actively support and promote our diversity and inclusion principles.

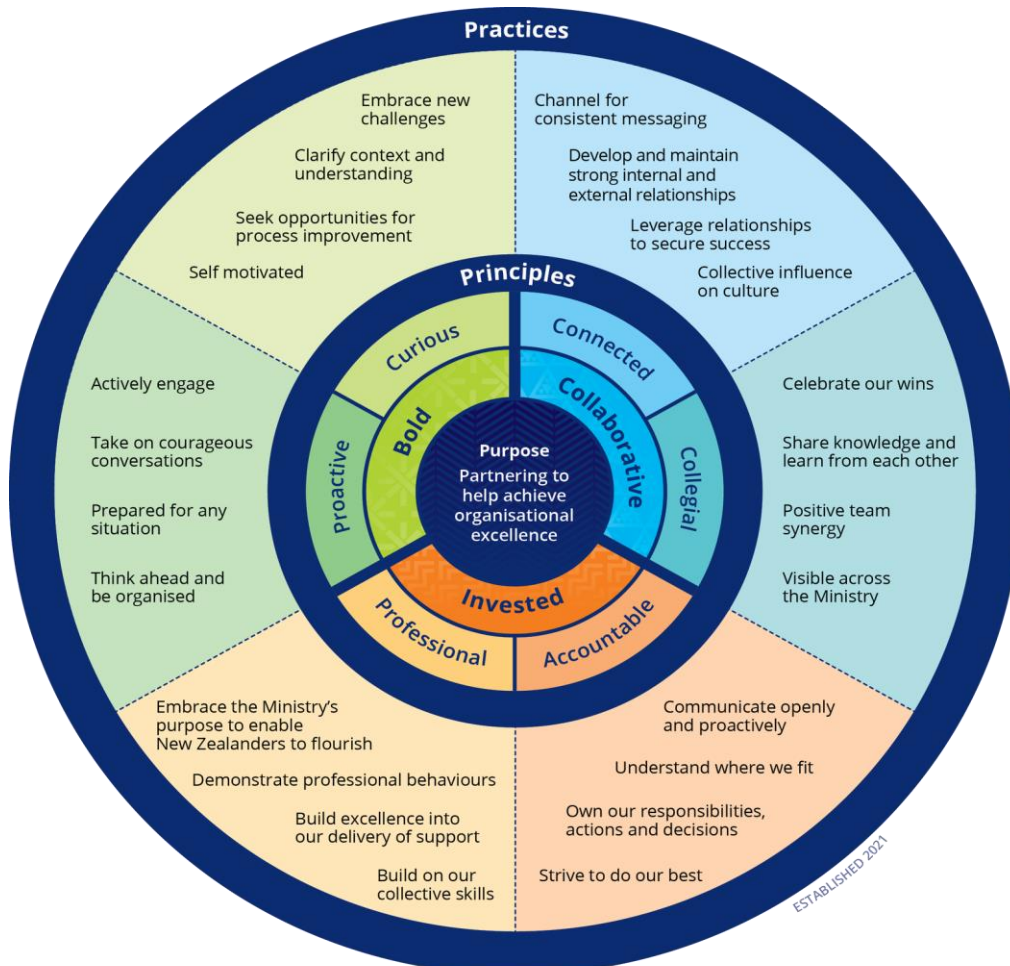
## Te hauora, haumaru me to orange | Your health, safety and wellbeing

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.

## Mahi, he aha te mea e tumanakohia ana | Performance Expectations

The Business Support DNA has been adopted as a recognised way of working and partnering in active collaboration between business support roles, other administrative roles including EA roles, Managers and staff at Te Manatū Waka. The DNA is a benchmark for behaviours and expectations for administrative roles across Te Manatū Waka.



### Te Manatū Waka Values



He Māia  
Bold



Kei Roto Mātau  
Invested



He Mahi Ngātahi  
Collaborative

## Pūkete Arataki Whaihua | Leadership Success Profile – 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 & 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.

### **CURIOS**

Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspective – 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.

### **RESILIENCE**

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