

Job Description | Te Whakahuatanga

Job title	Executive Assistant Kaiāwhina		
Group	Performance & Governance/Sector Strategy/Policy/Corporate Services/Investment & Monitoring		
Reporting to	Deputy Chief Executive/Chief of Staff Pou Turuki/Tumuaki o ngā kaimahi		
Location	Wellington Office		
Direct reports	N/A	Security clearance	N/A
HR delegation	N/A	Finance delegation	N/A
Salary band	Band 13	Date	July 2025

Public Service Purpose | Te Aronga o te Ratonga Tūmatanui

The public service supports constitutional and democratic government, enables both the current Government and successive governments to develop and implement their policies, delivers high-quality and efficient public services, supports the Government to pursue the long-term public interest, facilitates active citizenship, and acts in accordance with the law.

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

Enabling a transport system that connects New Zealand – The Ministry of Transport’s purpose | Te whakaahei i te punaha waka e hono ana i a Aotearoa

We are the Government’s system lead on transport. We inform and advise the government on current and long-term transport issues by providing policy and investment advice to Ministers, leading regulatory reform, and monitoring the performance of the transport agencies that regulate or deliver transport services that New Zealanders rely on every day. You can find out more about the Ministry of Transport at (<https://www.transport.govt.nz/about-us>).

Our values | Ngā uaratanga matua

Integrity — Tapatahi	Excellence — Kairangi	Collaboration — Mahi tahi
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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.

What you will do | Te mahi

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 Ministry of Transport 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 Ministry of Transport

- Understand and keep updated with the Ministry of Transport'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.

Who you will work with | Tou kapa

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

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

- 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).

The Ministry of Transport's Māori Strategy | Hei Arataki

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 Guiding Principles | Ngā Mātāpono:



Rangatiratanga

Empowering
and Leading



Kaitiakitanga

Guardianship and
Protection



Whanaungatanga

Collaboration
and Unity



Manaakitanga

Caring for and
valuing others

Diversity and inclusion | Te rereketanga me te whakauru

We want our workforce to increasingly reflect the communities we serve. The Ministry 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.

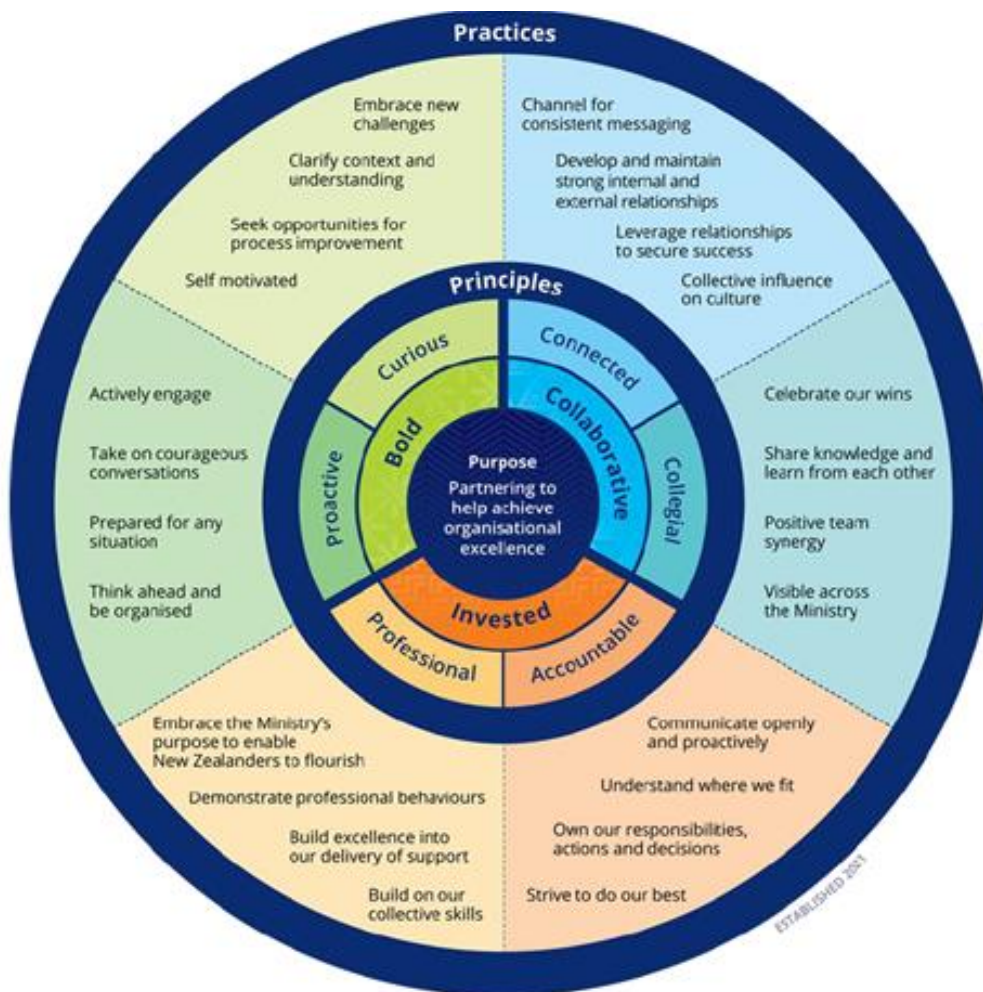
Your health, safety and wellbeing | Te hauora, haumaru me to orange

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.

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

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.



INTEGRITY

EXCELLENCE

COLLABORATION

Leadership Success Profile – capabilities | Pūkete Arataki Whaihua

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.

CURIOUS

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.