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| Executive Assistant |

## About us

Our agency’s purpose is to shift the system using data and evidence, so that the system invests earlier and more effectively to improve the lives of New Zealanders.

### Our values – how we do things around here



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| **Tāngata** We’re about people | **Manawa Māui** We are a catalyst  for change | **Taunakitanga** We influence through evidence | **Puaretanga** We’re transparent by nature |
| It’s about people. They will do better, sooner and for longer, when we partner with others to develop and deliver services. | We challenge  the status quo constructively and seek better ways  of doing things. | We use evidence  to influence  positive change for New Zealanders. | We will share what we’re doing, how we’re doing it, and what we learn |

## About working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa   
i āianei, 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.

## About the position

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| The purpose of this position | |
| The Executive Assistant provides high level, pro-active, quality and comprehensive assistance to support two Executive Leadership Team members. | |
| Team and location | Executive Leadership team, Wellington |
| Reporting to | Deputy Strategy & Performance |
| Salary band | Band 14 $66,188 - $77,868 - $93,442  Starting salaries are negotiated based on relevant skills and experience, with offers generally made between $66,188 - $77,868. |

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| What you will do to contribute | As a result we will see |
| **Executive Assistant Support**   * Provide a high standard of general executive assistance and administrative services to Executive Leadership Team members. * Act as a first point of contact for all enquires, manage calendars, meeting management and co-ordination, correspondence (register and distribute), drafting and preparing correspondence, agendas, and compiling various documents. * Maintain a high level of confidentiality and prioritisation of all matters. * Arrange travel, transport, and accommodation as and when required. * As time allows support others in the Executive Leadership Team (ELT), such as the provision of diary management and administrative support. * As time allows, provide administration support for other activities across the Agency working alongside other administrative roles. | * Efficient and effective delivery of all executive support and administrative support to ELT that ensures a professional, responsive, and effective experience with the SIA. * Documentation and information are maintained and confidential. |
| **Relationship Management**   * Establish and maintain excellent relationships with internal and external stakeholders. * Work collaboratively with the administration team and provide back up support as needed. | * The Executive Leadership team are supported to deliver SIA strategic priorities through excellent administrative support and advice. * The Executive Assistant forms relationships across the Agency and positively contributes to a strong cohesive culture. |
| **Events Management**   * Assist in the organisation, management and delivery of events hosted by the Agency. | * Events are well planned and implemented. |
| **Health and Safety**   * Take responsibility for meeting the Agency’s obligations in workplace health and safety. | * Observing the Agency’s health and safety procedures. * Participating in health and safety initiatives and training where appropriate. * Providing suggestions for improvement of health and safety. * Reporting incidents and hazards promptly. * Know what to do in the event of an emergency. |

## About you – what you will bring specifically

### Experience and knowledge

* Three plus years of relevant experience supporting senior leaders.
* Excellent verbal, written and interpersonal communication skills.
* Strong organisational skills with an ability to adapt to changing priorities and manage high-pressure situations with composure.
* Demonstrated knowledge of meeting and supporting the obligations and intent of the Te Tiriti o Waitangi. Competency with Te Ao Māori and Te Reo Māori is desirable.
* Have personal integrity with an honest and ethical approach.
* Strong attention to detail and accuracy in handling administrative tasks and documents.
* Excellent self-management skills, including working effectively without direct supervision.
* A team player and considers the views of others.
* Experience of working in an environment that requires discretion, sensitivity and interpersonal interaction.
* Advanced user of the suite of Microsoft Office tools, including Sharepoint and OneNote.

### Characteristics

* Engaging others – connects with others, listens, reads people and situations, communicates tactfully.
* Achieving ambitious goals – committed and tenacious, ambitious.
* Curious – thinks analytically and critically, displays curiosity, mitigates analytical and decision making biases.
* Honest and courageous – shows courage, shows decisiveness, leads with integrity.
* Resilient – displays resilience, demonstrates composure.
* Self-aware and agile – encourages feedback on own performance, can self-assess, adapts approach, shows commitment to development.

### Capabilities

* Implements strategy – aligns their work with strategic objectives and the Agency’s vision.
* Communicates clearly – tailors messages so they are clear, succinct, and resonate with their different audiences.
* Supports organisational performance – suggests and acts on opportunities to do things differently and improves processes to achieve gains in effectiveness and efficiency.
* Builds internal relationships – contributes to their team, works collaboratively with others across the organisation and takes an organisation-wide view. Builds external relationships and interacts effectively with customers and other external stakeholders.
* Inclusive – welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
* Shows political awareness – displays an understanding of the essentials of how the government and the public sector work and ensures that written documentation and verbal presentations reflect relevant political sensitivities.
* Manages and delivers on work priorities – plans and organises self to deliver work commitments to required timeframes and quality standards.
* Develops others – shares own experiences and learning and demonstrates and teaches specific technical skills.

Other requirements: Willing to take on responsibilities (within limits) outside the prescribed position description.