

# Job Description

## Job details

<b>Job description #</b>	
<b>Title</b>	Executive Assistant
<b>Business Group</b>	Office of the Secretary for Education
<b>Salary band</b>	A6
<b>Location</b>	Wellington
<b>Reports to</b>	Deputy Secretary, Office of the Secretary for Education
<b>Direct reports</b>	nil

## Organisation Context

<b>Our Purpose</b>	<p>We work together to shape an education system that delivers excellent and equitable outcomes.</p> <p><b>Ko tā mātou he waihanga i tētahi pūnaha mātauranga e tuku ai he otinga tōkeke, he otinga hiranga</b></p>
<b>Our Behaviours</b>	<ul style="list-style-type: none"> <li>We get the job done <b>ka oti i a mātou ngā mahi</b></li> <li>We are respectful, we listen, we learn <b>He rōpū manaaki, he rōpū whakarongo, he rōpū ako mātou</b></li> <li>We back ourselves and others to win <b>Ka manawanui ki a mātou me ētahi ake kia wikitoria</b></li> <li>We work together for maximum impact <b>Ka mahi ngātahi mo te tuinga nui tonu</b></li> <li>Great results are our bottom line <b>Ko ngā huanga tino pai a mātou whīnga mutunga</b></li> </ul>
<b>Our core organisational success factors</b>	<ul style="list-style-type: none"> <li>Cultivating a customer focused culture</li> <li>Building a high performance culture</li> <li>Building strategic business alliances</li> <li>Creating alignment and accountability</li> </ul>

# Job Description

## Job Context

<b>Job Purpose</b>	The Executive Assistant will provide support to the Deputy Secretary by effectively managing their schedule and performing a wide variety of administrative, planning, and organising duties. The Executive Assistant also coordinates group wide activities and provides some administrative services to others in the Group. Duties performed require considerable confidentiality, initiative, tact and independent judgment.
--------------------	--

## Accountabilities

Key accountabilities	Key activities
<b>Proactive Assistance</b>	<ul style="list-style-type: none"> <li>Develop knowledge and understanding of the Deputy Secretary's work commitments and priorities.</li> <li>Apply good judgement in pro-actively assisting the Deputy Secretary to make decisions and undertake required actions.</li> <li>Identify emerging issues, associated risks and potential solutions for the Deputy Secretary. Follow through on any actions required and monitor the issue until it is resolved.</li> <li>Maintain strong relationships at all levels across the Ministry and with external stakeholders.</li> </ul>
<b>Diary Management</b>	<ul style="list-style-type: none"> <li>Pro-actively manage the Deputy Secretary's diary effectively and efficiently in order to allow them to undertake the requirements of their roles.</li> <li>Ensure all papers and/or briefings required for meetings are provided.</li> <li>Allow adequate time for review of papers and reading time.</li> <li>Anticipate demands on the Deputy Secretary's time and proactively manage commitments and diary changes at times without consultation, i.e. display the ability to make judgments.</li> </ul>
<b>Workflow coordination</b>	<ul style="list-style-type: none"> <li>Ensure the Deputy Secretary is aware of reporting and other processes they need to be contribute to.</li> <li>Assist the commissioning of pieces of work, particularly around the management and leadership of the Group that supports the Deputy Secretary to do their job well.</li> <li>Monitor the progress of some pieces of work commissioned and follow up as required.</li> <li>Help manage the digital and physical storage and organisation of files and other information.</li> <li>Draft correspondence, presentations or other material as required.</li> </ul>
<b>Support for the Group</b>	<ul style="list-style-type: none"> <li>Arrange travel bookings and itineraries for travel for the Deputy Secretary and staff in the Group.</li> <li>Coordinate recruitment activity in the Group as well as other processes for on-boarding, staff moves, changes and people</li> </ul>

# Job Description

	<p>leaving.</p> <ul style="list-style-type: none"> <li>• Understand the corporate processes and provide advice to others in the Group on requirements.</li> <li>• Perform administrative and coordination activities for the Group as required.</li> <li>• Organise and set up meetings and seminars including equipment and catering.</li> </ul>
--	---

## Job specific competencies

Behavioural expectations of all people linked closely to our mission and behaviours and Code of Conduct. To be successful in your role, you'll need to display the behaviours and attitudes that are described in our competency framework.

Capability	Level	Expectation
Leading at the political interface	1	<ul style="list-style-type: none"> <li>• Shows political awareness (i.e. displays an understanding of the essentials of how the government and public-sector work; and ensures that written documentation and verbal presentations reflect relevant political sensitivities).</li> </ul>
Managing work priorities	1	<ul style="list-style-type: none"> <li>• Manages and delivers on work priorities (i.e. plans and organises self to deliver work commitments to required timeframes and quality standards).</li> </ul>
Enhancing system performance	1	<ul style="list-style-type: none"> <li>• Builds internal relationships (i.e. contributes to their team [of peers], works collaboratively with others across the organisation, and takes an organisation-wide view).</li> <li>• Builds external relationships (i.e. interacts effectively with customers and other external stakeholders).</li> </ul>
Enhancing organisational performance	1	<ul style="list-style-type: none"> <li>• Supports organisational performance (i.e. suggests and acts on opportunities to do things differently and improves processes to achieve gains in effectiveness and efficiency).</li> </ul>
<b>Pou Hono:</b> Valuing Māori		<p>Jobholders at this level will:</p> <ul style="list-style-type: none"> <li>• Understand the importance of delivering equitable outcomes for Māori learners.</li> <li>• Understand how Māori identities, languages and cultures are essential to definitions of success as Māori.</li> <li>• Identify cultural perspectives and bias in others, but is still developing the ability to challenge their views.</li> <li>• Accept, respect, and understand that every person has their own cultural perspective and is starting to understand how it can impact on thinking, decisions and actions.</li> <li>• Believe that Māori are inherently capable of achieving equitable outcomes.</li> </ul> <p>Accept and engage with iwi as repositories of their identity, language and culture with inherent rights to be partners in education.</p>
<b>Pou Mana:</b> Knowledge of Māori Contexts		<p>Jobholders at this level will:</p> <ul style="list-style-type: none"> <li>• Be developing an understanding of, and how to apply, the Ministry's Treaty of Waitangi policy.</li> </ul>

# Job Description

	<ul style="list-style-type: none"> <li>• Willingly attend situations where tikanga Māori are being observed but requires assistance in order to be an active participant.</li> <li>• Use basic greetings in Te Reo Māori, and demonstrates a commitment to correct pronunciation.</li> <li>• Be developing an understanding of New Zealand's historical and contemporary context and the impacts on education today.</li> <li>• Consider the right of Māori to define success for Māori.</li> <li>• Be beginning to understand Māori place-based societal structures that relate to Ministry work.</li> </ul>
--	---

## Key working relationships

Internal	Type of relationship
Support staff across the Ministry	Network
Team and colleagues	Network and advisory
Staff that provide corporate services to the Deputy Secretary	Network

External	Type of relationship
Minister's office staff	Contact as required
Key stakeholders of the Deputy Secretary	Contact as required

## Technical and specialist capabilities

Qualifications	
<b>Expertise, Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Computer literate, including MS Word, Outlook, Excel, Power Point, Visio to intermediate or advanced level</li> <li>• Experience working with senior leadership</li> <li>• Experience in a similar role or a project administrator role</li> <li>• Knowledge of and experience of the Machinery of Government and/or public sector advantageous – a knowledge of the Education sector and its current work programmes would be an advantage</li> <li>• Strong time management and organisational skills</li> <li>• Ability to build and maintain strong relationships across a diverse group of contacts</li> </ul>

# Job Description

## Job details

<b>Financial Delegation</b>	nil
<b>People Delegation</b>	nil
<b>Health, Safety and Wellbeing</b>	I am responsible for: <ul style="list-style-type: none"><li>• My own health and safety and that of my colleagues.</li></ul> Reporting of all incidents and near misses.
<b>This position has the following specific requirements</b>	nil

### Office use

<b>Approved by</b>	Hamish Ongley
<b>Date reviewed &amp; approved</b>	13 November 2018