



Ministry for  
**Ethnic  
Communities**  
Te Tari Mātāwaka

# Job description

## Haere mai

This job description is your go-to place for all the ins and outs of this role at the Ministry for Ethnic Communities

## Chief Advisor to the Chief Executive

### Ministry for Ethnic Communities

The primary purpose of the role is to support the Chief Executive to lead the Ministry for Ethnic Communities and execute the Chief Executive's broader system leadership responsibilities. The Chief Advisor works directly with the Chief Executive and the Senior Leadership team in a key role by trouble-shooting, providing strategic quality assurance and risk management support. The Chief Advisor provides insight and advice on a range of matters, facilitates effective solutions to urgent or ongoing issues, and facilitates and maintains effective working relationships with the Ministry's Senior Leadership team, Ministers Offices, Central Agencies and other relevant stakeholders.

The Chief Advisor position means that this role is the lead position within MEC that works closely with our Minister and is therefore privy to multiple classified information. This role is a key liaison point between Ministers' offices and the Ministry.

In addition, this role works with other agencies in relation to sensitive and classified information around ethnic communities and their role in relation to National security such as transnational organised crime. It involves taking a broad approach to risk identification and risk response around our ethnic communities and includes dealing with a full range of national security challenges,

This role is required to be able to leverage partnerships around ethnic intel between government agencies, local government, private companies, and individuals. This role is also responsible for assisting in dealing with interdependent issues around ethnic communities with the potential for National security cascade effects or escalation.

- **Reporting to:** Chief Executive, Ministry for Ethnic Communities
- **Location:** Wellington
- **Salary range:** Policy J

### What we do matters – our purpose

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We work with communities, other Government agencies and a range of organisations to help increase social cohesion and ensure Aotearoa is a place where everyone feels welcome, valued and empowered to be themselves. We also provide services and support directly to our communities.

The Ministry represents people who identify as African, Asian, Continental European, Latin American and the Middle Eastern.

### How we do things around here – our principles

The Ministry is currently undertaking a review of our principles and values to better align with our purpose.

## Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As the Ministry is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

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## Spirit of 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 hāpori, 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.

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## How we work

As a Ministry:

- **We want to be a catalyst for change** – we will do this by getting the key issues for ethnic communities on the agenda of Government and the relevant agencies.
- **We want to harness and share knowledge** – we will do this by providing accessible, evidence-based insights and knowledge that can help inform discourse on inclusion and diversity.
- **We want to work in partnership with others** – we will do this by building relationships inside and outside government that bring the perspectives of ethnic communities into the policy development process.
- **We want to support communities to be more empowered** - we will do this by facilitating and supporting development of community programmes that help to grow a more inclusive Aotearoa New Zealand.

What you will do to contribute	As a result we will see
<p><b>Advice to the Chief Executive</b></p> <ul style="list-style-type: none"> <li>• Provide a sounding board, insight, judgement and/or advice where appropriate to enable the Chief Executive to successfully deal with critical matters as they arise</li> <li>• Identify and stay aware of relevant issues, risks and developments which may impact the Ministry; alerting and advising the Chief Executive on responses and what and when to escalate</li> <li>• Ensure the Chief Executive can shine via speeches, email, videos, interviews etc</li> </ul>	<ul style="list-style-type: none"> <li>• The Chief Executive is well-supported with timely high-quality advice</li> <li>• Cross-organisational issues are successfully managed and there is excellent communication both internally and externally with relevant parties</li> <li>• The Chief Executive is well-supported to execute their role</li> <li>• Ministry for Ethnic Communities reputation and strategic risks are well-managed</li> </ul>
<p><b>Support the Governance</b></p> <ul style="list-style-type: none"> <li>• Manage the Terms of Reference and membership of all governance forums</li> <li>• Manage forward agenda and actions for governance meetings that the Chief Executive leads</li> <li>• Work across the Ministry to ensure all actions are on track</li> </ul>	<ul style="list-style-type: none"> <li>• The Chief Executive time is spent on highest value activities</li> <li>• Oversight of governance support for the Chief Executive is managed effectively</li> </ul>
<p><b>Co-ordinate/Manage</b></p> <ul style="list-style-type: none"> <li>• Proactively bringing the Senior Leadership team together as a team to deliver the strategy for the Ministry for Ethnic Communities</li> <li>• Where appropriate, work with Ministers' Office, Senior Leadership team and their staff to provide the Chief Executive with high quality and timely briefings and advice. Ensuring a connected Ministry approach to delivering services</li> <li>• Working with the Manager Policy, ensure timely and quality communication is maintained across the Ministry, with Ministers' their Offices and other stakeholders</li> <li>• As directed, lead the management and response to cross-organisational issues (e.g. media/high risk OIAs/sensitive investigations or complaint)</li> </ul>	<ul style="list-style-type: none"> <li>• The Chief Executive is well supported to lead a cohesive and high performing Senior Leadership team with a focus on delivery of the strategy for Ethnic Communities</li> <li>• The team are well supported to deliver quality work within agreed timeframes</li> <li>• The Ministry's reputation and strategic risks are well managed</li> </ul>
<p><b>Stakeholder Management</b></p> <ul style="list-style-type: none"> <li>• Assist the Chief Executive, DCE's, MEC leadership team to ensure the relationships are open and collaborative.</li> <li>• Build networks and work collaboratively with key internal and external stakeholders, acting as a representative of the Chief Executive where required</li> </ul>	<ul style="list-style-type: none"> <li>• Information flows smoothly and expectations are clear, with effective feedback loops</li> <li>• Relationships with Central Agencies, Ministers Offices and other key stakeholders are well-managed</li> <li>• Working collaboratively with the Executive Director Operations on</li> </ul>

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> <li>Assist the Chief Executive to manage challenging relationships, facilitating information flows and understanding issues</li> <li>Work with the Chief Executive, senior managers and colleagues to support effective liaison and integration across the Ministry where issues relate to external relationships.</li> </ul>	stakeholder engagement and relationship management of Ministers/Ministerial Offices
<b>Liaison with Ministers' Office</b> <ul style="list-style-type: none"> <li>Lead and maintain productive relationships as a key liaison point between Ministers' offices and the Ministry</li> </ul>	<ul style="list-style-type: none"> <li>Relationships with Ministers' offices are led and managed effectively</li> </ul>
<b>Health and safety (for self)</b> <ul style="list-style-type: none"> <li>Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>Report all incidents and hazards promptly</li> <li>Know what to do in the event of an emergency</li> <li>Cooperate in implementing return to work plans</li> </ul>	<ul style="list-style-type: none"> <li>All requirements of Health and Safety policy and procedures are met.</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Chief Executive	✓	✓	✓	✓		✓
	DCE's MEC	✓	✓	✓	✓		
	Ministry Senior Leaders	✓	✓	✓	✓		
	Other Ministry staff	✓	✓	✓	✓	✓	
	Ministry Parliamentary staff	✓	✓	✓	✓		✓
External	Ministers and their staff	✓		✓	✓		✓
	Other Government Departments and Agencies	✓	✓	✓	✓		
	External Stakeholders and suppliers	✓	✓	✓	✓		
	NGOs and Sector Partners including Local Government Agencies	✓	✓	✓	✓		

Your delegations as a manager	
Human Resources and financial delegations	0
Direct reports	0

Your success profile for this role	What you will bring specifically
At the Ministry, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is <a href="#">Senior Leader</a> .	<b>Experience &amp; knowledge:</b> <ul style="list-style-type: none"> <li>An experienced senior Chief Advisor with an excellent understanding of Government and experienced in working with Senior</li> </ul>

Your success profile for this role	What you will bring specifically
<p><b>Keys to Success:</b></p> <ul style="list-style-type: none"><li>• Adaptive leadership</li><li>• Driving innovation and transformation</li><li>• Strategic agility</li><li>• Political savvy</li><li>• Empowering people for success</li><li>• Inspiring others through vision and purpose</li></ul>	<p>Leaders, Central Agencies and Ministers/ Ministerial Offices</p> <ul style="list-style-type: none"><li>• A proven leader who has a track record of delivering outstanding advice and working well with people at all levels</li><li>• Demonstrated success in building, maintaining and using networked relationships to deliver results</li></ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"><li>• Able to build the respect and trust of their colleagues</li><li>• Highly developed relationship management and communication skills</li><li>• Trustworthy and operates with absolute integrity in line Public service standards</li><li>• Able to deal with ambiguity and able to take a pragmatic approach to problem solving when required, and when operationalising strategy</li><li>• Able to exercise excellent judgement; can quickly get to the nub of an issue</li><li>• Politically astute and objective approach</li></ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• Able to obtain and maintain a Top Secret security clearance</li></ul>

Released under the Official Information Act 1982



# Job description

## Haere mai

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## Programme Director, Economic Development

### Office of the Chief Executive

The Ministry for Ethnic Communities (MEC) is the chief advisor to the Government on ethnic diversity and inclusion of ethnic communities in wider society. We seek to support the needs and aspirations of ethnically diverse communities throughout Aotearoa New Zealand and, play a key role in ensuring their views are represented in the development of policy and operational initiatives across the public sector.

The Programme Director, Economic Development is a role that is focussed on delivering key activities which relate to one of our four priorities. Employment and economic empowerment of ethnic communities is a key priority and this role will develop a plan to support ethnic business to recover from the impacts of Covid 19 and develop connections across ethnic, Maori, Pakeha and Pacific businesses in order to leverage their international connections, market knowledge and cultural capability to NZ's economic advantage.

The Programme Director, Economic Development will be a member of the **Senior Leadership Team** and will be supported by our Executive Leadership team through a matrix management model.

- **Reporting to:** Chief Executive
- **Location:** National

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## How we do things around here – our values



**Whakakotahitanga**  
(*Inclusive*)  
Unifying thought, opinion and action  
for the collective good.



**Ngākau Pono**  
(*Authentic*)  
To act with integrity and sincerity.



**Whakamanawanui**  
(*Courageous*)  
Act valiantly and courageously.



**Manaakitanga**  
(*Kind*)  
Encompasses care and generosity,  
for the purpose of nurturing relationships.

## Working effectively with Māori

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- **We want to support communities to be more empowered** – we will do this by facilitating and supporting development of community programmes that help to grow a more inclusive Aotearoa New Zealand

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> <li>• Perform a stocktake of activities occurring across government including activities planned by Auckland Council, Asia NZ Foundation, MBIE, MFAT, Auckland Policy Office, Chambers of Commerce, Employers and Manufacturers Association etc.</li> <li>• Develop stakeholder relationships across the business community and economic development agencies (central govt and regional players) to engage them in MEC’s plan of activities)</li> <li>• Identify meetings that need to be held between MEC Chief Executive or other MEC senior leaders with CEs /leaders of economic development agencies to further the objectives outlined above</li> <li>• Plan and deliver a major ethnic business symposium that engages the business community in the two objectives above</li> <li>• Identify corporate sponsors who can support the activities above, particularly for the major Business Symposium to be delivered early 2023</li> </ul>	
<p><b>Strategic Leadership</b></p> <ul style="list-style-type: none"> <li>• Articulate a clear vision for the Ministry’s programme and promote innovative ways of increasing impact on achieving desired business value and outcomes</li> <li>• Develop and maintain an understanding of the role of MEC life events</li> <li>• Identify current and future risks, issues and programme delivery.</li> <li>• Provide network leadership by engaging with MEC, DIA, other agencies, central industry partners to support the programme outcomes.</li> <li>• Lead and manage across large multi-disciplinary workstreams to support successful delivery</li> <li>• Contribute to the effective leadership and wider MEC system.</li> </ul>	<ul style="list-style-type: none"> <li>• Programme outcomes that maximise the desired business value and outcomes.</li> <li>• Proactive engagement and collaboration between stakeholders to achieve positive outcomes.</li> <li>• The Programme is well regarded across MEC and the wider government.</li> <li>• Clear programme direction and performance, supported with stakeholders across overarching programme plans, progress agencies and performance tracking, identifying delivery of strategic dependencies and risk management.</li> <li>• Governance structures are operating effectively programme outcomes.</li> </ul>



What you will do to contribute	As a result we will see
<p><b>Stakeholder and Relationship Management</b></p> <ul style="list-style-type: none"> <li>Establish and build strong, resilient relationships and partnerships with key agencies, stakeholders, and communities to deliver outcomes</li> <li>Play a leadership role in building and managing relationships with vendor partners to deliver programme outcomes within the MEC and increment statements of work</li> <li>Contribute to ensuring the programme has sound systems and processes for engaging with key stakeholders, including vendor partners, to achieve system outcomes</li> <li>Work with peers and others in the business to identify and negotiate priorities based on delivery of value to enable realisation of agreed benefits</li> <li>Work to remove barriers and ensure decision-making is informed by strategic imperatives, achieving the target operating model, and value creation</li> </ul>	<ul style="list-style-type: none"> <li>Te Ara Manaaki taking the lead to achieve collaboration with stakeholders to achieve positive outcomes</li> <li>Te Ara Manaaki recognised by stakeholders as an effective programme of work</li> <li>Positive feedback from stakeholders and evidence of achieving results through collaborative effort</li> </ul>
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>Ensure my own wellbeing, health and safety and take reasonable care not to adversely affect the health and safety of others.</li> <li>Co-operate with DIA's health and safety policies and procedures (incl. emergency).</li> <li>Report all near misses, hazards, unsafe behaviours and unsafe conditions.</li> </ul>	<ul style="list-style-type: none"> <li>A safe and healthy workplace for all people using our sites as a place of work.</li> <li>Health and safety guidelines are followed.</li> <li>All staff understand their roles and responsibilities in relation to wellbeing, health, safety and emergency management.</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	MEC Executive team and senior leaders	✓	✓	✓	✓	✓	✓
	Ministry wide team	✓	✓	✓	✓	✓	✓
External	Partnering organisations within public and private sector.	✓	✓	✓	✓	✓	✓
	Government agencies and leaders	✓	✓	✓	✓	✓	✓
	Programme developers/vendors and resource developers/contributors	✓	✓	✓	✓	✓	✓

Your delegations as a manager	
Human Resources and financial delegations	Level
Direct reports	Nil

Your success profile for this role	What you will bring specifically
<p>At the Ministry, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is <a href="#">Specialist</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Critical thinking</li> <li>• Interpersonal savvy</li> <li>• Navigating complexity</li> <li>• Communicating with influence</li> <li>• Technical and specialist learning</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience working in complex programme and project delivery environments, in senior delivery management roles</li> <li>• Extensive experience in public sector environment</li> <li>• Experience as a productive member of leadership teams, operating at a senior level</li> <li>• Deep and proven experience in programme/project planning and management</li> <li>• Experience in people leadership and working effectively across a variety of stakeholders</li> <li>• Experience in management of multiple specialist areas relating to delivery for example commercial and supplier management, design, benefits management, finance, and planning)</li> <li>• A proven reputation for delivery in pressured environments, ideally with experience doing this in large government organisations</li> <li>• Proven experience as a proficient juggler of multiple priority areas, and the ability to problem solve at speed and under pressure</li> </ul> <p><b>Knowledge and Skills:</b></p> <ul style="list-style-type: none"> <li>• Financial, commercial, contract, and resource management, along with programme planning and reporting expertise</li> <li>• An inherent ability to work at different levels of detail, at times dealing with detailed delivery issues, and at other times applying strategic thinking to delivery design and planning</li> </ul> <p><b>Other requirements</b></p> <ul style="list-style-type: none"> <li>• A proven aptitude for working in a highly collaborative, supportive, and energetic manner, getting the best out of teams and peer/stakeholder relationships</li> <li>• A reputation for seeking and applying active learning and improvement in support of programme/project outcomes</li> </ul>

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none"><li>• Relevant tertiary qualifications or equivalent practical experience</li></ul>

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# Job description

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## Executive Assistant

### Ministry for Ethnic Communities

This role is a key support to the Deputy Chief Executive and provides a professional, effective and efficient support service. This role will add value by ensuring the Deputy Chief Executive is well prepared for stakeholder engagements, presentations and meetings. The role will provide focused diary management, process and system development. The role requires excellent communication, interpersonal, and relationship management skills.

- **Reporting to:** Deputy Chief Executive
- **Location:** Wellington
- **Family:** Corporate F
- **Salary:** Salary range of \$57,217 - \$77,410

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### How we do things around here – our values



#### Whakakotahitanga

*(Inclusive)*

Unifying thought, opinion and action for the collective good.



#### Ngākau Pono

*(Authentic)*

To act with integrity and sincerity.



#### Whakamanawanui

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What you will do to contribute	As a result we will see
<p><b>Deputy Chief Executive Support</b></p> <ul style="list-style-type: none"> <li>• Provide personal and confidential support to the Deputy Chief Executive with effective diary management and the prioritisation of commitments</li> <li>• Prepare draft contracts and other documentation as required</li> <li>• Support the Deputy Chief Executive's workflow requirements and ensure that relevant papers are ready ahead of meetings and there is time in the diary for review</li> <li>• Monitor and follow up on due dates for correspondence, report-backs and other commitments</li> <li>• Manage Deputy Chief Executive's travel requirements as required</li> <li>• Prepare agenda and meeting papers for the Leadership Team meetings</li> <li>• Produce and disseminate minutes to meeting participants in a timely fashion and monitor completion of action points</li> <li>• Schedule and organise team events</li> <li>• Ensure effective lines of communication to CE, managers and other staff are in place</li> </ul>	<ul style="list-style-type: none"> <li>• The Deputy Chief Executive is able to focus on being effective and efficient in their core roles</li> <li>• The Deputy Chief Executive's needs are anticipated, and their diary is accurate and up-to-date</li> <li>• The Deputy Chief Executive is provided with the correct meeting papers and feels well prepared for meetings</li> <li>• Deadlines for papers and correspondence are met</li> <li>• The Deputy Chief Executive's time is used effectively</li> <li>• Leadership teams are well organised and efficient, with clear action points recorded and monitored</li> </ul>
<p><b>Organisation and Management Support</b></p> <ul style="list-style-type: none"> <li>• Facilitate the prompt and timely dissemination of critical information to MEC staff and stakeholders as required</li> <li>• provide professional liaison with Minister's office as required</li> <li>• Build and maintain effective relationships with the team, department staff and key stakeholders</li> <li>• continuous improvement of workflow systems and processes to support the effective use of staff time</li> <li>• Maintain both paper based and electronic filing systems</li> </ul>	<ul style="list-style-type: none"> <li>• Effective, timely and proactive organisational support is provided to the Executive Director and the Leadership Team</li> <li>• An effective relationship with the Minister's Office</li> <li>• A well organised office</li> <li>• There are efficient and effective administrative systems and processes</li> <li>• Effective working relationships with all key stakeholders</li> </ul>
<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>• Provide word processing and document preparation support to the Deputy Chief Executive</li> <li>• Prepare and format documents, presentations, spreadsheets, briefings and Ministerial correspondence to agreed standard as required</li> <li>• Ensure documentation is filed appropriately and in accordance with departmental standards in the department's document management system</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation is prepared to agreed standards in an accurate and timely manner</li> <li>• All documents filed correctly and can be readily accessed when required</li> <li>• The Office looks to you for expert advice and support on the management of, and access to, MEC documents</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Financial Administration</b></p> <ul style="list-style-type: none"> <li>Process all invoices for the Deputy Chief Executive, by checking invoices, coding and arranging for appropriate signoff.</li> <li>Reconcile P-Card</li> <li>Forward invoices to Finance within agreed timeframes</li> <li>Complete monthly accruals</li> <li>Compile reimbursement claims for Deputy Chief Executive</li> </ul>	<ul style="list-style-type: none"> <li>Payments are processed according to Departmental process, delegations and policy. Invoices are received by Finance within agreed timeframes and suppliers are paid on time</li> <li>The Office looks to you to provide expert advice and support in financial administration</li> </ul>
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>Report all incidents and hazards promptly</li> <li>Know what to do in the event of an emergency</li> <li>Know what to do in the event of an emergency</li> <li>Co-operate in implementing rehabilitation plan</li> </ul>	<ul style="list-style-type: none"> <li>A safe and healthy workplace for all people using our sites as a place of work.</li> <li>Health and safety guidelines are followed</li> </ul>

### Your delegations as a manager

Human Resources and financial delegations	2
Direct reports	0

### Your success profile for this role

At the Ministry, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is [Valued Contributor](#).

**Keys to Success:**

- Customer Focus
- Continuous improvement
- Teamwork and peer relationships
- Action oriented
- Self-development and learning
- Functional and technical skills

### What you will bring specifically

**Experience:**

- Demonstrated experience in providing efficient and effective personal assistance at Deputy Chief Executive or Senior Management level
- Experience in office management, technology and systems.
- Demonstrated experience working across diverse teams in multiple locations

**Knowledge:**

- Understanding of government systems and processes
- Basic knowledge of planning and reporting processes.
- Proficiency in working with financial systems and information

**Skills:**

- Strong interpersonal skills with initiative, flexibility and the ability to be proactive

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none"><li>• A commitment to customer service and a positive 'can do' attitude</li><li>• Judgement, tact, confidentiality and integrity</li><li>• Is resilient and able to work effectively under pressure</li><li>• An innovative approach and a commitment to improve systems and processes</li><li>• Ability to prioritise workloads, negotiate deadlines in the face of competing demands, and to work independently</li><li>• Detail and quality focused with the ability to anticipate risks and the consequences of decisions and commitments</li><li>• Confidence in using the suite of Microsoft Office applications</li><li>• Proficiency in working with financial management systems and information</li><li>• IT acumen in the use of all forms of office technology</li></ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• Business Administration Diploma (or similar) is desirable</li><li>• Understanding of matters relating to diversity, inclusion and social cohesion.</li></ul>

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