## Position Description
**Published**

## National Manager: Executive and Ministerial Services (EMS)

Recorded by Anna Boyle on 18/12/2014 09:16 a.m.                          **V3**

## Position Description

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| Reports to: | Deputy Commissioner Resource Management |
| Direct reports: | Ministerial Services Coordinator Executive Ministerial Support Officer Team Leader: Executive Assistants |
| Location: | Police National Headquarters: Executive & Ministerial Services |
| Is non shift work/shift work involved? | non shift work |
| Remuneration range: | SM1 |
| Position title: | National Manager: Executive and Ministerial Services (EMS) |
| Position applies to: | Police Employee |
| Police Children's Worker: | |

## Other Requirements

## Purpose

To manage the Ministerial Services function ensuring systems and processes are in place and continually enhanced to enable the Commissioner to meet relevant standards in terms of accuracy, quality and timeliness for official correspondence and that an effective relationship is maintained with the office of the Minister of Police.

To provide specialist business systems advice, executive assistance, administrative and ceremonial support to the Police Executive.

## Key Result Areas

1. Management of Information

Effectively manage the official correspondence function for NZ Police to ensure relevant standards in terms of quality, accuracy and timeliness are being met.  This includes:

- Maintaining strategic oversight of the performance of Ministerial Services ensuring quality and timeliness measures are met.
- Reviewing and enhancing processes and systems to process, monitor, and co-ordinate information/documentation
- Developing and maintaining audit and quality assurance strategies and processes for managing information and requests
- Proactively developing and maintaining systems to store information/responses to ensure relevant information can be readily found and accessed – and to ensure ongoing PNHQ institutional knowledge/ capability.
- Ensuring specialist advice and consultation processes and relationships are in place with stakeholders within Police
- Providing specialist advice on information requests, parliamentary processes and requirements.

- Managing the development and maintenance of accessible system(s) for tracking issues and trends to ensure that concise information, current and historical, can be readily retrieved.
- Managing the development and maintenance of systems to ensure key messages and information are consistent across all official documentation and are up to date with legislative changes, Police operational and policy changes and government policy.
- managing the development and maintenance of systems to proactively capture and analyse data to identify trends
- Managing queries from members of the public on behalf of the Commissioner or Executive

**2.** Ministerial / Government Interface

Provides high level support/advice to enable the EMS group to effectively and proactively manage the interface with the Minister and Minister's office. This involves working alongside the Staff Officer - Commissioner EMS and includes:

- Dealing with queries from the Minister's office and coordinating responses
- Co-ordinating advice for oral questions and urgent investigations
- Identifying and following up political and operational issues/risk and co-ordinating responses from Districts, other areas or agencies
- Overseeing the quality control of all official correspondence/information within EMS
- Ensuring key messages on topical, sensitive or strategically important issues are consistent across all official correspondence/ information
- Attending Minister meetings and taking/reviewing minutes as required
- Providing specialist advice to the Commissioner and/or members of the Executive.

**3.** Business Systems Support and Analysis

Provide specialist business systems development/support and analysis.  This includes:

- Developing and managing the ongoing maintenance of  key PNHQ systems, processes and databases e.g. document management filing system(s); official correspondence/ document tracking system(s); PEM and PEC tracking systems/ databases
- Establishing and maintaining systems to proactively capture and analyse data to identify trends, Developing and maintaining communication co-ordination databases as required
- Administrative Systems - Developing and ensuring the effective operation of administrative systems to manage and monitor executive business.
- Developing guidelines/ processes to manage business systems e.g. the PNHQ/District interface with official information requests
- Overseeing the coordination of official requests

**4.** Programme Co-ordination & Project Work

- Provide specialist programme co-ordination support for large programmes of work
- Provide project management or co-ordination support for one-off Projects.
- Effectively complete specific EMS project work as required

**5.** Executive Support

Manages the provision of high-level analytical, executive assitance, administrative and ceremonial support to the Police Executive as required. This includes:

- Executive Papers – Undertaking research, developing research papers/ position papers, providing analysis and recommendations
- Data/trend analysis - Providing general data/ trend analysis or information as required
- Public Enquiries - managing queries from members of the public.
- Executive Assistance - ensuring senior and executive managers have effective executive assistance and secretarial support.

- Ceremonial Assistance - ensuring executive members have access to the appropriate levels of ceremonial support to do their jobs effectively.

## Notes

For selection purposes each of the above competencies will be considered in relation to the following:

1. Potential to perform well in the position, given a reasonable period of time for familiarisation and/or training.
2. Personal attributes and temperament relevant to the position.
3. General health which will allow for the performance of all duties and functions of the position.