Title: Executive Assistant

Group:

Reports to: Senior manager

Location: Located with relevant senior manager(s)

Direct Reports: (Insert if relevant)

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| The Ministry  | The Ministry for Vulnerable Children, Oranga Tamariki works to advance the wellbeing and positive long-term outcomes of children and young people.  We support families and whānau to provide a safe, stable and loving home for their children. We protect children and young people who are not having their needs met at home and address the impact of any harm they have experienced. The Ministry prevents and responds to offending by young people and addresses the rights and interests of victims of offending.  We support care-experienced young people to successfully transition to adulthood. We develop strategic partnerships with others, particularly iwi and Māori organisations, to help realise this vision. We ensure a common approach with our partners to understanding the return on investment from our activities. The Ministry’s core outcomes are:* All children and young people are in loving families and communities where they can be safe, strong, connected, and able to flourish
* Improved outcomes for all children, especially Māori tamariki and rangatahi.
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| Our guiding principles  | In everything we do, the wellbeing and best interests of children are paramount.  The voices of children and young people underpin the design and operation of our services. We seek to strengthen the relationships between children and young people and their families, whānau, hapu and iwi, and we respect children’s sense of belonging and identity.  We recognise the importance of whakapapa and whanaungatanga to the mana and wellbeing of tamariki Māori. |
| Purpose of role  | The purpose of this role is to support one or more senior managers by providing high-level professional executive support and advice. |

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| Key accountabilities | * Provide executive support to their manager and leadership team
* Establish and maintain excellent relationships with stakeholders
* Provide a wide range of office management services for their manager.
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| Specific skills and experience  | * Experience in providing executive support to a senior leader
* High level of integrity and professionalism
* Ability to maintain confidentiality and discretion
* Good organisational skills.
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| Key internal partners  | * Other managers and staff within the Group and the wider organisation
* A range of administrative, office support and support services staff.
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| Key external partners | * A range of external stakeholders on specific issues.
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