



New Zealand Government

Position:	Team Administrator
Children's worker:	No
Location:	National Office, Wellington
Group:	Crown Secretariat for the Historical Abuse Inquiry
Reporting to:	Director, Crown Secretariat
Issue date:	July 2019
Delegated authority:	None
Staff responsibility:	No

Inquiry into Historical Abuse Cross-Government Crown Secretariat

The Government has established the Royal Commission of Inquiry into Historical Abuse in State Care and in the care of Faith based Institutions.

Crown Agencies involved in the state care of children will need to be ready to support the Royal Commission once it begins its investigations in 2019. Chief Executives have agreed to a joined up approach across agencies, putting people dedicated to this work together, in a Crown Secretariat. The cross-government Crown Secretariat will lead the Crown's response to, and engagement with, the Royal Commission.

The Crown Secretariat will be accountable for the overall delivery of the Crown's response in collaboration with agencies. The Crown Secretariat will be responsible for:

- Developing and coordinating the delivery of the cross-government response work programme.
- Ensuring individual agency efforts are integrated and tracking to deliver the Crown's response.
- Acting as the Royal Commission's main point of contact with the Crown for information and response
- Whole of-government communications on the Crown's response and work programme.

Close engagement with agencies (such as MSD, Oranga Tamariki, Health, Education, Police, Corrections, and Crown Law Office) will be required to deliver the work programme and Crown's response. The Crown Secretariat will work closely with other agencies, sometimes directly coordinating analysts from other agencies on particular streams of work.

Crown Secretariat members will require leadership, analytical, relationship management and commissioning skills.

The Crown Secretariat is based in Oranga Tamariki, and is accountable to the Chief Executive of Oranga Tamariki.

Position description approved by:

Chief Executive, Oranga Tamariki

Date:/...../.....



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Purpose of the Position

The purpose of this role is to provide high quality and efficient secretarial support as well as personal assistance and administrative support to the Manager and Team. The key focus of this role is to ensure the processes that support the team are highly efficient, effective and organised.

Key Working Relationships

External

- Service providers
- Suppliers and contractors
- Other government agencies
- Key stakeholders

Internal

- Manager
- Team members
- Other administration staff within Oranga Tamariki
- Other Oranga Tamariki staff



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Key Accountabilities

Key result area	Accountabilities
Management support	<ul style="list-style-type: none"> • Ensure a high level of support service is provided to the Manager and Team • Arrange appointments and travel arrangements • Maintain diaries for managers and staff, as required • Bring urgent issues to the attention of the appropriate manager • Maintain confidentiality of documentation and information as required and as appropriate
Team administrative support	<ul style="list-style-type: none"> • Provide administrative support services in a timely and accurate manner • Set up and maintain effective electronic and paper filing systems and procedures, and develop new systems as required to ensure quick access to information • Provide photocopying services, collation and distribution of papers as necessary • Book venues for meetings, workshops and focus groups - arrange catering and necessary resources • Arrange and update travel arrangements for managers and staff as required • Ensure that all office equipment is operational and all photocopiers, faxes and printers are supplied with sufficient stocks of paper and toner • Ensure office supplies, equipment and stationery are purchased and available as required • Undertake one-off projects, compile and process data for the project manager or project team where required.



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Key result area	Accountabilities
Administration services systems and procedures	<ul style="list-style-type: none"> • Participate in administrative development and maintenance, including improvements of administrative support standards for systems and internal procedures • Coordinate with and assist other administrative support staff such that best practice is shared and overload situations can be managed efficiently
Word processing and presentation production	<ul style="list-style-type: none"> • Provision of a high standard of documentation (to include word processing, production of spread sheets and presentation material) to support the efficient functioning of the team • Respond to and compose letters and memoranda where required • Assist with the production of ad hoc reports • Ensure that all documentation and correspondence meets business standards and complies with style guide

Technical Skills and Experience

Knowledge and Experience	<ul style="list-style-type: none"> • Demonstrated experience in providing high-level administrative and secretarial support activities, preferably within a large public or private sector organisation • Excellent knowledge of administrative processes, systems and technology • Advanced level of technical proficiency in the Microsoft office suite of applications, specifically Word, Excel and PowerPoint and also including research tools (internet and database use) • An intermediate to advanced typing speed, with experience in creating PowerPoint presentations and Excel spreadsheets • The ability to effectively prioritise and schedule work to meet competing deadlines and maintain the quality of services delivered • Excellent attention to detail
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	<ul style="list-style-type: none"> • The ability to mix professionally and build effective relationships at all levels both within and with outside agencies and clients • The ability to work in a team environment, be adaptable and cope with continuing change • Demonstrate initiative in addressing issues and problems arising in the role • A good understanding of the workings of central Government - the role of Parliament, Ministers and public service agencies is preferable.
<p>Skills</p>	<ul style="list-style-type: none"> • Excellent verbal, written and interpersonal communication skills • Calm professional demeanour, with the ability to maintain performance under stress • Effective organisation, planning and time management skills • Ability to manage sensitive and confidential information in an appropriate manner • Builds and maintains rapport with others based on their own integrity and honesty, has the ability to collaborate with others, across the spectrum of functions, to achieve mutually agreed goals • Works to resolve problems, conflicts or differences by finding areas of agreement that benefit the organisation and individuals • Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples' culture.