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| Executive Assistant |

## About us

### Our purpose – what we do matters

Together, we can understand and do more of what works, for better lives.

The Social Wellbeing Agency is a catalyst for change. We apply our skills to build evidence about what works for whom, to improve decision-making and create positive change.

### Our values – how we do things around here



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| **Tangata** We’re about people | **Manawa Māui** We are a catalyst  for change | **Taunakitanga** We influence through evidence | | **Puaretanga** We’re transparent by nature | |
| People will do better, sooner and for longer, when the social system works in partnership, acting on better evidence to develop and deliver services. | We challenge the status quo constructively and seek better ways of doing things. We help create change to improve lives through different approaches. | | We use evidence to influence positive change for New Zealanders. | | We will share what we’re doing, how we’re doing it, and what we learn |

## About working in the Public 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 hapori, 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.

## About the position

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| The purpose of this position | |
| The purpose of this position is to provide executive administrative support to the Chief Executive, Social Wellbeing Agency (SWA), and, as time allows, support the Executive Leadership Team (ELT), and the day to day running of the Agency. | |
| Reporting to: | Chief Executive (CE) |
| Salary Band: | Band 14: $60,900 - $71,600 - $85,900  Starting salaries are negotiated based on relevant skills and experience, and are generally made between $60,900-$71,600. |
| Team and Location: | Executive Leadership team, Wellington |

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| What you will do to contribute | As a result we will see |
| **Leadership**   * Agency collaboration – work across the Agency to help develop and deliver on SWA’s strategic priorities and play a lead role in building a strong, cohesive culture. * Enhancing people performance & developing talent – provide guidance, support and coaching to others. | * CE and ELT are supported to deliver SWA strategic priorities through excellent administrative support. * Executive Assistant forms relationships across the Agency and positively contributes to a strong cohesive culture. |
| **Executive Support & Administration**   * Provide executive support and administrative support to the Chief Executive (CE). This support includes diary management, monitoring of emails, travel arrangements and all administrative support for the CE. * As time allows, support others in the Executive Leadership Team (ELT), such as the provision of diary management and administrative support. * Set up and maintain effective electronic and paper filing systems and procedures, and develop new systems and procedures as required. * As time allows, provide administration support for other activities across the Agency working alongside other coordination/administration roles. | * Efficient and effective delivery of all executive support and administrative support to the CE and ELT that ensures a professional, responsive and effective experience with the SWA. * Documentation and information is maintained and confidential. |
| **HR & Records Management**   * Manage HR requirements for CE direct reports and other relevant staff in conjunction with Director, Organisational Performance * Maintain personnel files for the CE direct reports. * The Executive Assistant is one of the SWA’s Objective (electronic document record management system) champions and has administrative responsibility for the SWA’s Objective folders, training new staff to use Objective, and resolving any objective issues with MSD IT. | * Efficient HR and records management support provided, working effectively with Director, Organisational Performance. Personnel files for CE direct reports are well maintained with appropriate, agreed documentation. |
| **Events Management**   * Assist in the organisation, management and delivery of events hosted by the CE or wider Agency. | * Events are well planned and implemented for the CE and the wider SWA. |
| **Risk Management**   * Actively identify and manage role or practice level risks, including escalation of risks and issues when necessary. * Ensure that analysis, data and information supplied is accurate and verified. | * Role level risks are identified and managed appropriately. * Independent assurance that the Agency is operating and accounting for performance in an appropriate and transparent manner. |
| **Health and Safety**   * Take responsibility for meeting the Agency’s obligations in workplace health and safety. | * Observing the Agency’s health and safety procedures. * Participating in health and safety initiatives and training where appropriate. * Providing suggestions for improvement of health and safety. * Reporting incidents and hazards promptly. * Know what to do in the event of an emergency. |

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| Who you will work with to get the job done | | Advise | Collaborate with | Influence | Inform | Manage/ Lead | Deliver to |
| Internal | Chief Executive and SWA Leadership Team | ✓ | ✓ |  | ✓ |  | ✓ |
| All other people employed/engaged in the Social Wellbeing Agency |  | ✓ |  | ✓ | ✓ | ✓ |
| External | Social Sector Government agencies |  | ✓ |  | ✓ |  | ✓ |
| Ministers |  |  |  |  |  |  |
| Non-governmental organisations and private sector providers of front-line social services, analytics, data, policy advice, insights and research |  | ✓ |  |  |  |  |
| Academics & research organisations. |  | ✓ |  |  |  |  |

## About you – what you will bring specifically

### Experience and knowledge

* Relevant experience providing senior executive support.
* Experience of working in an environment that requires a high level of discretion, sensitivity and interpersonal interaction.
* Skilled user of the suite of Microsoft Office tools, including Outlook, Visio, PowerPoint, Word and Excel.

### Characteristics

* Engaging others – connects with others, listens, reads people and situations, communicates tactfully.
* Achieving ambitious goals – committed and tenacious, ambitious.
* Curious – thinks analytically and critically, displays curiosity, mitigates analytical and decision making biases.
* Honest and courageous – shows courage, shows decisiveness, leads with integrity.
* Resilient – displays resilience, demonstrates composure.
* Self-aware and agile – encourages feedback on own performance, can self-assess, adapts approach, shows commitment to development.

### Capabilities

* Implements strategy – aligns their work with strategic objectives and the Agency’s vision.
* Communicates clearly – tailors messages so they are clear, succinct, and resonate with their different audiences.
* Supports organisational performance – suggests and acts on opportunities to do things differently and improves processes to achieve gains in effectiveness and efficiency.
* Builds internal relationships – contributes to their team, works collaboratively with others across the organisation and takes an organisation-wide view. Builds external relationships and interacts effectively with customers and other external stakeholders.
* Inclusive – welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
* Shows political awareness – displays an understanding of the essentials of how the government and the public sector work, and ensures that written documentation and verbal presentations reflect relevant political sensitivities.
* Manages and delivers on work priorities – plans and organises self to deliver work commitments to required timeframes and quality standards.
* Develops others – shares own experiences and learning and demonstrates and teaches specific technical skills.

### Other requirements

* Willing to take on responsibilities (within limits) outside the prescribed position description.