

## Executive Assistant | Kaiāwhina Matua

### Working in the Public Service | Nga mahi o te tari kāwanatanga

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa.

i āianeī, 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.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>)

### About Stats NZ | Mō Tatauranga Aotearoa

As New Zealand's national statistics office, Stats NZ Tatauranga Aotearoa is uniquely positioned to support the decisions that the Government, Māori and Iwi organisations, businesses, NGOs, and New Zealanders make every day. Our structure, culture, and systems are designed with collaboration and customers in mind – mobilised and working together to realise our ambition: **About Aotearoa, for Aotearoa – data that improves lives today and for generations to come.**

The increased availability of data brings data-driven innovation. Insights obtained from exploring data can lead to new and creative approaches in business, public services, and customer experience – ultimately improving the wellbeing of New Zealanders. Stats NZ Tatauranga Aotearoa, as data stewards and leaders of the data eco-system proactively protect and enhance the provision of good quality data to realise the value of data.

Stats NZ Tatauranga Aotearoa is led by the Chief Executive who is also the Government Statistician and Government Chief Data Steward.

### Te Tiriti o Waitangi

As an employee of Tatauranga Aotearoa Stats NZ and as a public servant, you are committed to upholding the spirit and essence of Te Tiriti o Waitangi. This means ensuring your work supports the provisions and principles of Te Tiriti o Waitangi, highlighting and acting on any breaches. By embracing and uplifting te reo Māori, tikanga practices and te ao Māori at work you are contributing to the Crown's commitment under the Public Service Act 2020 to engage with Māori and support the Māori-Crown relationship.

## Role Purpose | Mō te tūnga

As an Executive Assistant (EA) you will be accountable for providing professional executive administrative support to up to two senior leaders of Stats NZ, ensuring all tasks are completed in a proactive manner, and meet the needs of your leader and the organisation. Senior leaders are General Managers, Directors and Chiefs/Deputy Chiefs, who are responsible for the overall operational management of Stats NZ. Requirements in your role may change with the needs of the organisation.

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Key Outcomes	Accountabilities
<p>Leaders receive quality executive assistant services, support and advice that surpasses expectations</p> <p>Leaders are able to work at their optimum and support Stats NZ to deliver on its vision and strategic intentions</p> <p>Executive Assistants actively support the wider EA and support teams at Stats NZ</p>	<ul style="list-style-type: none"> <li>• Build a strong working relationship with leader and proactively support them to consistently work at their best</li> <li>• Understand and work to leaders needs and priorities - anticipating their needs ahead of time, and ensuring they are met</li> <li>• Provide proactive and efficient email and diary management, minutes, correspondence and administrative support to leader and ensure their day to day work activities are managed effectively</li> <li>• Be a communications link between your leader and the wider organisation by building effective relationships and strong connections</li> <li>• Be the 'eyes and ears' of your leader, advising your leader of issues or opportunities as they arise</li> <li>• Exercise discretion and initiative to enable information to flow efficiently between your leader and the organisation</li> <li>• Draft routine correspondence in your leaders' voice when required</li> <li>• Prepare presentations, reports, briefing papers and other supporting documents</li> <li>• Coordinate events and VIP visits, travel and accommodation and expenses</li> <li>• Process all financial transactions such as invoices for payment, credit card statements and maintain clear records of monthly accruals and financial commitments</li> <li>• Provide other administrative support services as required by your leader and/or other EA's</li> </ul>

<p>Proactively support group and wider EA and TA cohort to create a highly effective EA service across Stats NZ</p>	<ul style="list-style-type: none"> <li>• Support the wider EA and administration teams within your group and organisationally (including reception) in a proactive and collaborative way when required and by agreement with your leader</li> <li>• Be an active member of Stats NZ's EA network to help facilitate knowledge transfer to support a highly effective EA service</li> </ul>
<p>EA's are aligned with and embody Stats NZ's vision, strategic direction and culture</p> <p>EA's have sustainable relationships internally and externally that support delivery of Stats NZ's strategic intentions</p>	<ul style="list-style-type: none"> <li>• Demonstrate awareness of Stats NZ's purpose and strategy and the link to this role</li> <li>• Demonstrate our organisational characteristics.</li> <li>• Identify and implement continuous</li> <li>• Develop effective relationships with internal and external customers and stakeholders and be responsive to their needs</li> </ul>
<p>Demonstrates commitment to Stats NZ Tatauranga Aotearoa policies, procedures, strategy, and related initiatives.</p>	<ul style="list-style-type: none"> <li>• Actively supports our Strategy, Mana Ōrite Relationship Agreement, Statistics Act 2022 and abides by other policies.</li> <li>• Actively supports and engages with our Diversity, Equity and Inclusion Roadmap, policy, and principles.</li> <li>• Demonstrates commitment to being a confident and capable partner of Te Tiriti o Waitangi. This includes an understanding of its relevance to your role as a public servant and the work you undertake at Stats NZ Tatauranga Aotearoa and building knowledge in te ao Māori, te reo Māori and tikanga.</li> </ul>
<p>Demonstrates as a model public servant committed to initiatives and values outlined in the Public Service Act 2020 and any subsequent adaptations.</p>	<ul style="list-style-type: none"> <li>• Support and promote initiatives from Te Kawa Mataaho Public Service Commission, including Papa Pounamu and Kia Toipoto.</li> <li>• Develop and maintain cultural capability to positively contribute to Māori Crown Relations initiatives, and provisions and principles of Te Tiriti o Waitangi.</li> <li>• Adhere to Ngā uara o Te Ratonga Tūmatanui Public Service values as per section 16 of the Public Service Act 2020: <ul style="list-style-type: none"> <li>○ Impartial – treating people fairly without personal favour or bias.</li> <li>○ Accountable – taking responsibility and answering for work, actions, and decisions.</li> <li>○ Trustworthy acting with integrity and being open and transparent.</li> <li>○ Respectful – treating all people with dignity and compassion, acting with humility.</li> <li>○ Responsive – understanding and meeting people's needs and aspirations.</li> </ul> </li> </ul>

<p>Demonstrated commitment to Health, Safety and Wellbeing while at work.</p>	<ul style="list-style-type: none"> <li>• Take personal responsibility for your own health safety and wellbeing.</li> <li>• Ensure your actions or lack of action do not adversely affect the health and safety of others.</li> <li>• Report any incidents, near misses or any other concerns relating to health safety and wellbeing.</li> <li>• Make all efforts to comply with Tauranga Aotearoa Stats NZ Health Safety and Wellbeing policies and processes to ensure the organisation is compliant with the current Health and Safety Act or regulations.</li> </ul>
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## Ngā āhuatanga e hiahiatia ana e mātou | Person specification

### Core requirements

- A relevant tertiary qualification and/ or equivalent relevant experience for this role.
  - Have a relevant diploma and/or a good tertiary academic record (desirable).
  - Preferably have additional certification in office or administrative skills.
  - Several years (at least 5+ years) experience in executive administration supporting a senior leader.
- Experience using everyday office software including a laptop/tablet, phone, Microsoft suit of products e.g., Outlook, Word, Excel, Intranet, online communications channels for meetings and chat.
  - Be at intermediate or expert level for Microsoft Office products and have the aptitude to quickly learn new software as required.
  - Be a proficient user of the internet, audio, video, telephone, video conferencing, presentation equipment.
- Written and oral communication skills suitable for a varied audience in a corporate setting.
- Strong planning, organisational and prioritisation skills.
- Proven EQ, relationship, interpersonal and listening skills with high situational awareness. The ability to communicate at all levels of the organisation.
- Ability to synthesize political, complex and technical information quickly.
- Proven judgement, common sense and decision-making skills in an ambiguous environment.
- Confident, professional, engaging and thrives in a fast paced, dynamic environment.
- Able to role model senior management level behaviour expectations.
- Remain objective, discrete and exercise common sense at all times.
- Flexible and deal with last minute changes; able to adapt and react quickly required. Able to work on various activities simultaneously and autonomously.
- Be able to see the big picture and “join the dots” along with flair for managing the finer details.
- A high customer service ethic, and ability to work in a calm and professional manner.
- Understands Te Tiriti o Waitangi relevance to own role as a public servant and seeks opportunities to better meet the information needs of Māori. Supports initiatives to increase responsiveness to Māori.
- Competency or fluency in te reo Māori language or possess a willingness to develop knowledge and competence. (By 2040 Government aims to have 85% of its workers speaking te reo Māori).

**Desirable**

- A broad knowledge of the machinery of government and working in the public sector would be an advantage.
- Demonstrate initiative and willing to tackle challenges with a “can do” positive attitude.
- The courage and decisiveness, to prioritise, to succeed – or to fail fast and move forward.
- Proven problem-solving ability - can think on the spot and come up with solutions to solve issues.

