



<b>Job Title</b>	Executive Assistant
<b>Reports to</b>	Deputy Chief Executive
<b>Band</b>	15
<b>Location</b>	Wellington
<b>Last reviewed</b>	October 2024
<b>Delegations</b>	None

## About the Ministry

The Ministry for Regulation (the Ministry) is a small government agency with a big job to do. The Ministry works to improve the efficiency and effectiveness of regulation and regulatory systems for New Zealanders by:

- Ensuring the quality of new regulation
- Improving the functioning of existing regulatory systems
- Raising capability of those who design and operate regulatory systems
- Providing continuous and enduring improvement of the regulatory management system.

## Our values



We make a difference  
**Ka whakaaweawe tātou**



We empower  
**Ka whakamana tātou**



We are courageous  
**Ka whakamanawanui tātou**



We put people at the centre  
**Ka manaaki tātou**

## About the role

The Executive Assistant (EA) to the Deputy Chief Executive (DCE) plays a critical role in providing high-level administrative support, managing schedules, facilitating communications, and ensuring the efficient operation of the business group. The EA will serve as the first point of contact for internal and external stakeholders and will contribute to the overall success of the DCE's initiatives.



## About you

- Experience as an EA in supporting senior executives
- Have personal integrity, sound judgement and an honest and ethical approach
- High level of discretion and confidentiality in handling sensitive information
- Ability to adapt to changing priorities and handle high-pressure situations with composure
- Ability to build and maintain positive relationships and handle interactions with diplomacy and tact
- Strong problem-solving abilities and the capacity to anticipate needs and proactively address issues
- Proven ability to be flexible, honest, and self-motivated, excelling in prioritisation and time management, and the ability to contribute to creating a positive team culture
- Strong attention to detail and accuracy in handling administrative tasks and documents
- Exceptional organisational and multitasking skills, with the ability to manage complex schedules and prioritise tasks effectively
- Excellent verbal and written communication skills, with the ability to interact professionally with senior management, stakeholders, and external partners
- Demonstrated experience with finance systems and/or a strong willingness and capability to rapidly acquire relevant skills
- Skilled in proofreading correspondence, reports, and presentations
- Proficiency in office software such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant tools
- Knowledge of and experience in the public service is advantageous
- Ability to hold a NZ Government National Security Clearance.

## Key Accountabilities

<b>Executive management</b>	<ul style="list-style-type: none"><li>• Proactively manage the flow of information both internally and externally for the DCE, ensuring the DCE and relevant parties have the necessary context and information. This includes making informed decisions about what issues require escalation for urgent attention</li><li>• Stay informed about emerging priorities, challenges and risks, and ensure that the DCE's workflow is prioritised based on importance and urgency</li><li>• Collaborate closely and effectively with the DCE to keep them well-informed of upcoming commitments and responsibilities, ensuring appropriate follow-up as needed</li></ul>
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	<ul style="list-style-type: none"><li>• Prioritise conflicting needs, manage tasks efficiently and proactively, and ensure projects are followed through to successful completion, often under tight deadlines</li><li>• Anticipate situations and issues as they arise, providing a solution-focused service to the DCE</li><li>• Manage paper flow for the DCE, making decisions regarding the context and significance</li><li>• Manage a wide range of administrative tasks for the DCE, including strategically managing a highly active calendar of appointments, meeting management co-ordination, correspondence (register and distribute) drafting and preparing sometimes confidential correspondence, preparing expense reports, arranging travel plans, itineraries, and agendas, follow-ups and actions, and compiling various documents</li><li>• Plan and coordinate the DCE's schedule, resolving any conflicts that arise and ensuring that all relevant information is acquired and utilised effectively</li><li>• Work collaboratively with the EA to the Chief Executive and business group team coordinators on issues affecting their respective business group and the support they provide to the Senior Leadership Team (SLT)</li><li>• Contribute to the development of EA practices and processes throughout the Ministry</li><li>• Continuously enhance your understanding of the Ministry and its policies, practices, and procedures</li><li>• Lead by example, to embed the desired organisational culture, values, and behaviours.</li></ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"><li>• Establish, build and maintain excellent relationships with internal and external clients. This includes the Ministers' offices, SLT and key external stakeholders</li><li>• Act as the primary point of contact between the DCE and key stakeholders, including internal teams, external partners, and government officials</li><li>• Build trust with key contacts to enable them to discuss sensitive issues and be assured that accurate information will be given to the DCE</li><li>• Facilitate effective communication and ensure that stakeholder concerns and inquiries are addressed promptly</li><li>• Accurately reflect the requirements of the DCE when communicating with relevant staff and stakeholders</li></ul>



	<ul style="list-style-type: none"><li>• Establish and maintain strong relationships with EAs in both the public and private sectors, as well as other key contacts within these sectors</li><li>• Establish and maintain strong relationships while providing leadership and support to other administrative staff within the Ministry.</li></ul>
<b>Information management</b>	<ul style="list-style-type: none"><li>• Manage the flow of information on behalf of the DCE's Office, ensuring that context and significance are understood so that information can be handled appropriately and confidentially</li><li>• Provide and maintain a confidential information service for the DCE</li><li>• Ensure that information management systems are maintained, kept up-to-date, and reviewed as needed</li><li>• Develop and maintain systems that ensure the security of information and enable access to authorised personnel only</li><li>• Keep the DCE updated on any relevant emerging issues.</li></ul>

## Key relationships

### Internal

- Members of the Senior Leadership Team
- Executive Assistant to the Chief Executive and the other Deputy Chief Executives
- Business group Team Coordinators
- Managers and kaimahi across the Ministry

### External

- Ministers' offices
- Executive Assistants to Public Service Chief Executives
- Regulatory organisations across the public sector
- Other Central Agencies
- Senior executives and kaimahi in other government departments
- Key stakeholders/industry groups

## Health, Safety and Wellbeing

The Ministry for Regulation is committed to providing a healthy and safe work environment and safe management practices for all employees. Employees are expected to share this commitment as outlined in the Health and Safety at Work Act by taking all



practicable steps to ensure their safety at work and that no action or inaction, causes harm to others while at work.

### **Changes to Position Description**

Positions in the Ministry may change over time as the organisation evolves and priorities change. Job descriptions may be updated accordingly to reflect those changes in consultation.