

Executive Assistant to the Chief Executive

Job Description

Job Title:	Executive Assistant to the Chief Executive
Reports to:	Chief Executive
Direct reports:	No
Location:	Wellington

About the New Zealand Infrastructure Commission, Te Waihanga

The work we do at Te Waihanga is critically important to Aotearoa. We have been tasked by Government to play a pivotal role in improving New Zealanders lives through better infrastructure and the services that result from infrastructure.

Infrastructure touches every New Zealander in one way or another. It is our roading systems, electricity, our water, and our mobile networks. To be successful we need to recruit the best of the best from a diverse talent pool.

We also play an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. 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.

Our Vision

Infrastructure for a thriving New Zealand

Our Values

- **Free-Thinking** Whakaaro nui – We arrive at creative yet considered solutions
- **Courageous** Māia – We will have honest conversations which reflect our independence
- **Trustworthy** Pono - You can depend on us to behave ethically and impartially
- **Empathetic** Ngākau aroha – We are listening and respectful of different views

Role purpose

A key support to the Chief Executive providing diary and scheduling oversight, inbox management, administration support to the Chief Executive and their office, as well as the first point of contact for the Chief Executive.

The position also provides support to the Chair, Board and Leadership Team as needed and holds a high level of management of confidential information.

Key Accountabilities

Key Accountability Areas:	Key accountabilities/expectations:
<p>CE and workstream support</p>	<ul style="list-style-type: none"> ▶ Liaise with relevant stakeholders to ensure information provided to the CE is within required timeframes to ensure deliverables are met, and in support of meetings either attended or led by the CE. ▶ Work closely with the other staff at Te Waihanga and assist where appropriate with a friendly and helpful approach at all times, periodic support for the Chief Advisor's and Executive Officer will be required. Exercise discretion and initiative in working with other teams and managers. ▶ Receive and escort visitors, taking messages, answering and/or redirecting queries, arranging catering. ▶ Screen all inward communications (telephone calls, mail and visitors) to the CE – identify and act on issues quickly and raise priority items to the CE promptly. ▶ Effectively manage and coordinate the CE's schedule, resolve meeting conflicts and prioritise issues in a timely manner. ▶ Review and prioritise the CE's correspondence (written and electronic) by acknowledging letters and preparing draft letters and/or emails for consideration. ▶ Coordinate functions, meetings and workshops as required, and assemble appropriate material, printing and binding. ▶ Attend other meetings as required on behalf of the CE or leadership team, prepare agendas, take minutes, file documents online, arrange staff events and functions. ▶ Liaise with senior executives internally and externally providing a professional service. ▶ Provide full EA services to the CE including managing expenses, credit card receipts, travel, completing reporting on meeting activity and the like. ▶ Manage the diary, meetings and scheduling, expense claims and credit card reconciliation for the Chair. ▶ Provide Board Secretary support as needed including uploading board papers to Diligent software, managing catering, booking rooms and transport for board members.

Key Accountability Areas:	Key accountabilities/expectations:
Administration	<ul style="list-style-type: none"> ▶ Provide administrative support in a timely and accurate manner. ▶ Establish and maintain electronic and paper filing systems and procedures, and develop new systems as required. ▶ Manage classified documents, files and correspondence. ▶ Develop and maintain electronic and paper information and key contact databases, and make this information available as required. ▶ Maintain a register for CE expenses and code activity for approval and payment. ▶ Prepare and process documentation on behalf of the CE and workstream stationery orders, briefing papers etc. ▶ Arrange meetings/teleconferences; scheduling meetings, booking rooms/call-in numbers, arranging meeting facilities, sending confirmations, preparing and distributing meeting materials. ▶ Make all domestic and overseas travel/visit programmes, flights and accommodation. ▶ Provide support when required for other EA/Support staff within Te Waihanga. ▶ Organise functions and handle administrative aspects of seminars and conferences (such as room bookings, catering requirements) in conjunction with others as required.
Other	<ul style="list-style-type: none"> ▶ Role model behaviours consistent with the values of Te Waihanga. ▶ Apply high standards of accountability and performance as expected within the public sector. ▶ Actively disclose information and assist the Chief Executive with ensuring 'no surprises' obligations are met.
Te Tiriti o Waitangi	<ul style="list-style-type: none"> ▶ Commit to understanding, recognising and acting upon the articles of Te Tiriti o Waitangi; Kāwanatanga, Rangatiratanga, Oritetanga.
Health, Safety & Wellbeing	<ul style="list-style-type: none"> ▶ Take all practical steps to ensure your own health and safety and the safety of others in the workplace.

Key Relationships:

- Te Waihanga Chief Executive, Board and Leadership Team
- Agency stakeholders
- Central and local government
- All staff

Qualifications/Experience

Qualifications

- Relevant tertiary qualification, Bachelor's degree preferable

Previous Experience

- A least 3 years' experience supporting busy senior executives.
- Experience in administrative support, systems, and processes.
- Demonstrated experience in writing letters/emails, preparing presentations and spreadsheets.

Attributes

- Highest level of trust, privacy, confidentiality, and professionalism at all times and in all respects – this is absolutely essential for this role.
- Proactive and motivated, builds trust with CE and team, takes the initiative but works within delegated limits of authority, checks in frequently and makes time, pre-empts the needs of the CE and Chair and offers input and assistance
- High level of personal resilience, able to work under pressure and meet deadlines, flexible to attend to important matters outside of office hours when required on occasion.
- The ability to engage and contribute to continuous improvement and workflow efficiency
- Strong Microsoft office skills (Outlook, Word, PowerPoint, Excel) are a must, experience using Diligent or Board Pro software an advantage and Sharepoint administration skills also valued.
- Excellent oral and written communication skills, and outstanding attention to detail.
- Engagement, relationship management, and interpersonal skills are polished, is well presented, courteous, friendly and helpful as an important 'face' for the Office of the CE
- Strong organisational skills and the ability to manage multiple tasks, prioritise effectively, and work under varying levels of supervision.
- Be a strong team player with a positive, professional and flexible approach to work.