**Kaiwhakahaere Taituarā**

**Executive Assistant**

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|  | **Te Puni:** | Mahi Haumi - Investment |
| **Reports to:** | Manahautū Tuarua a Te Puni Mahi Haumi - Deputy Chief Executive |
| **Location:** | Tari Matua, Te Whanganui a Tara - National Office, Wellington |

**ORGANISATIONAL STATEMENT**

Te Puni Kōkiri’s core purpose is ensuring that iwi, hapū and whānau Māori succeed as Māori.  Our role is to support Government to strengthen Treaty of Waitangi partnerships and facilitate iwi, hapū and whānau Māori to succeed at home and globally through:

* **Ārahitanga:** Provision of strategic leadership and guidance to Ministers and the state sector on the Crown’s on-going and evolving partnerships and relationships with iwi, hapū and whānau Māori
* **Whakamaherehere:** Provision of advice to Ministers and agencies on achieving better results for whānau Māori
* **Auahatanga:** Development and implementation of innovative trials and investments to test policy and programme models that promote better results for whānau Māori

Our work is focused around four inter-related outcomes

* Whakapapa/Identify – Māori language, culture and values hold a central place in Aotearoa New Zealand
* Oranga/Wellbeing – Opportunities and outcomes that reflect and support the aspirations of whānau
* Whairawa/Prosperity – A thriving Māori economy supported by high performing people, assets and enterprise
* Whānaungatanga/Relationships – Genuine, enduring and productive relationships between Crown and Māori

For further information about Te Puni Kōkiri please visit our website: [www.tpk.govt.nz](file:///C:\Users\lomas\AppData\Roaming\OpenText\OTEdit\EC_Content_Server\c15749878\)

**O TĀTOU WHAIPAINGA – OUR VALUES**

**Te Wero** – *We pursue excellence*.

We strive for excellence and we get results. We act with courage when required, take calculated risks and are results focused.

**Manaakitanga** - *We value people and relationships*.

We act with integrity and treat others with respect. We are caring, humble and tolerant. We are co-operative and inclusive.

**He Toa Takitini** – *We work collectively.*

We lead by example, work as a team and maximise collective strengths to achieve our goals.

**Ture Tangata** – *We are creative and innovative.*

We test ideas and generate new knowledge. We learn from others and confidently apply new knowledge to get results.

**TE PUNI Statement**

The Purpose of the Investment Te Puni:

Te Puni Kōkiri investment opportunities have grown and may continue to grow in the future. Due to the growth in the portfolio of innovative, targeted investment initiatives, an Investment Te Puni has been established to ensure that Te Puni Kōkiri is strategic, agile and works to ensure that we are active in making things happen, accountable and can articulate what the results are for those investment decisions.

Te Puni Kōkiri oversees just over $200 million in initiatives fostered to support Māori development outcomes. Some of these funds are administered by Crown Entities, Statutory Entities, other organisations and Te Puni Kōkiri. This Te Puni requires a range of strategic and technical skills and capability to ensure it can deliver outcomes, outputs and results.

#### *Working in a networked and agile model*

We are committed to operating a networked, agile model to manage our investments. This means working across the boundaries of teams and Te Puni.

This will be particularly the case for the Investment Te Puni where the functional specialist teams of Investment Planning and Performance and Operational Policy and Design will be working across to support the subject matter teams. At any time, they may be supporting any one of the three Investment Leads, while still reporting to their ‘home’ manager who is responsible for ‘pay and rations’, functional advice and support and professional development.

To be successful the Investment Te Puni management team will work together to set priorities and allocating resources.

***Specific expectations*** will be agreed through the development of performance and development plans.

Job Description Approved

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Susan Shipley

Manahautū Tuarua a Te Puni Mahi Haumi Whakamahi

**PURPOSE**

The Executive Assistant is responsible for providing high calibre, intelligent support to work programmes and people in the Investment Te Puni. Reporting to the Deputy Chief Executive, Investment this role will provide support to the Deputy Chief Executive Investment as well as the Te Puni teams and projects in the work area.

The Deputy Chief Executive Investment is responsible for formulating the work programme of the Executive Assistant (including who the position will provide support to) so that the work is most appropriately supported.

There are three core areas of focus:

* to coordinate the activities of any assigned team/s
* to provide secretarial and administrative support
* to facilitate the progress of outputs by the work programmes

The Executive Assistant will work collaboratively and flexibly as the work arises.

**DIMENSIONS**

**Range of Influence**

Across the National Office Te Puni

**Leadership**

NA

**Financial**

NA

**Health and Safety**

Understand, promote and demonstrate a commitment to sound health and safety practices by applying Te Puni Kōkiri Health and Safety Policies and Procedures.

**SPECIFIC ACCOUNTABILITIES AND DELIVERABLES**

**Co-ordination**

* Te Puni team and team whereabouts.
* Meetings including attendance (where appropriate), scheduling, venue and catering co-ordination, agenda preparation and distribution, minute taking and post meeting distribution.

**Quality control**

* Vetting material for accuracy, timeliness and quality before the Deputy Chief Executive receives it

**Secretarial Support**

* Including drafting memos, correspondence and document formatting assistance and general word processing diary management and support for Te Puni leaders’ meetings.

**Travel and Accommodation Co-ordination**

* Booking travel and appropriate accommodation.
* Keeping up to date with relevant information and ensuring this is applied to travel and accommodation bookings.
* Coordinating conference and training programme attendance and any associated bookings.

**Information Gathering Support, Reporting and Management**

* Collecting, collating and presenting relevant information from various sources including the internet, publications and other media.
* Completing assigned reporting tasks accurately and on time.
* Setting up appropriate filing systems in accordance with organisational standards for the Investment Managers and ensuring files are accurately maintained.
* Collating reports (monthly, annual) and assist with the collection of material and the preparation of business advice.

**Financial Processing**

* Processing invoices, coding and ensure appropriate authorisations are obtained.
* Co-ordinating the completion of the Wahanga team’s expense claims other finance administration to go Finance (Head Office).

**Project Co-ordination**

* Assisting with the management of assigned projects.
* Undertake research for assigned projects.

**Contribute to a future-focussed and coordinated approach to support services provision**

* Participating in and contributing to networks and information sharing opportunities to ensure own knowledge remains current and peers benefit from the support of any individual learning.
* Participating in initiatives to build a coordinated approach to business support services.
* Facilitating positive and enduring relationships team/s, peers and other members of the organisation to ensure effective networks and the sharing of appropriate information.
* Facilitating positive and enduring relationships and brokering the relationships with support services and other key parts of the organisation to ensure needs are met by support services.
* Contributing the review, updating and implementation of new organisational policies and procedures
* Assist with good governance by providing information and by monitoring alignment and compliance within the puni

**Human Resources Administration**

* Assisting with the induction and welcome of new staff members.
* Co-ordinating the completion of accurate and timely attendance records.
* Administer the recruitment administration processes.

**Team Contribution**

* Being responsible for knowledge of and adherence to administrative and organisational policies and procedures.
* Ensuring the stationary supplies needs is met within budget.
* Participating in and contributing to the development of the puni and its direction.
* Contribute positively to the smooth running of the teams and the DCE’s office.
* General administrative tasks as required.

**KNOWLEDGE, SKILLS AND EXPERIENCE**

**Experience**

* Demonstrated administrative and secretarial support experience at an executive level.
* Comfort in working in a Tikanga / kaupapa Māori environment. A degree of fluency in Te reo Māori would be of benefit

**Knowledge**

* High level of proficiency with Microsoft packages especially outlook, word, excel, and power point.
* A sound understanding of the accounting cycle and the role that accurate and timely financial processing plays in this.
* Demonstrated capability to understand the needs and requirements of a core government department.
* Honesty and integrity and an understanding of the significance of confidentiality.
* Presents self in a professional light.

**Skills**

* Sound keyboard skill.
* Well-developed communication skills, both oral and written.
* Demonstrated self-motivation, the ability to set objectives and establish priorities, organise work and resources to ensure priorities and objectives are met on time.
* Demonstrated ability to work in and as a member of a team

**COMPETENCIES**

Our competency framework incorporates core abilities that are relevant across the organisation and technical abilities specific for each role. Our competencies are represented by the Poutama, symbolising the journey of growth and development that a person takes to realise their own potential, by developing in steps and building on the knowledge and skills that they already have. The following indicators represent the knowledge and actions required for the role.

## Role Specific Competencies

Role specific competencies describe requirements specific to a role:

***You are effective in business support when you:***

## Predict your manager’s requirements and undertake them, checking where necessary to make sure your actions are right.

## Are responsive to the requests of your manager and carry them out in a timely and accurate manner.

## Organise your manager(s) diary including arranging meeting requests and allowing for work time.

## Understand who your managers key contacts are and the role they have

## Are polite and welcoming when liaising with your manager(s) contacts.

## Monitor electronic and physical mail and information going to your manager(s), ensuring they are aware of actions and urgencies and where necessary checking for accuracy, grammar and spelling.

## Have a comprehensive understanding of internal administrative procedures and policies including those relating to finance, human resources, travel, ministerials and IT.

## Understand the specific administrative processes of your Te Puni.

## Understand administrative processes of government.

## Analyse and resolving administrative and procedural problems

## Are able to create and maintain comprehensive physical and electronic filing systems.

## Take accurate minutes and file-notes for future reference

## Understand basic financial management and monitor and process financials, including invoices and accruals.

## Have a comprehensive understanding of administrative software packages (including the Microsoft office suite and Enterprise Connect) and apply them to increase work efficiency

## Have a typing speed of 70+ words per minute.

## Know the relevant document formats required.

**Planning/Project Management**

You are at Te Kākano when you:

**Understand role and expectations of team members**

* You need to have a basic awareness of the Ministry’s project management methodology.
* You need to understand your role and that of other team members on projects.

**Actively engage as a member of project teams**

You need to engage and collaborate in teams working on projects with close supervision and in a clearly defined role and with clear outputs. These project teams may work across directorate or division boundaries.

You need to seek and act on instructions and directions from senior colleagues, project managers and managers. You will be expected to:

* assist with project planning and reporting
* develop project plans for small-scale tasks or projects
* undertake simple project management tasks (like organising meeting times and venues) by yourself.

**Manage own time to deliver on expectations**

At entry level, you are only expected to manage your own time and work, not that of others.

In managing your own time and workload, you should:

* plan ahead so you deliver on expectations and assigned tasks
* seek clarification when expectations, deliverables, or timelines are not clear to you
* identify well in advance if you will have difficulty meeting expectations because of competing priorities, and work with the manager or lead analyst to develop strategies to manage the work

**Understand financial responsibility**

All employees at the Ministry are expected to have a responsible attitude to expenditure of taxpayer funds, avoid waste, and be mindful of the Ministry’s financial position.

This includes:-

* understanding and complying with the Ministry’s finance processes.
* You may be asked to research costs and assist with budgeting calculations for projects you are contributing to.

## CORE Competencies

Core competencies are relevant to all roles in Te Puni Kōkiri but may be required at different levels of ability and complexity. The following is required for this role:

**Māori Perspective**

* Have some understanding of Māori values and knowledge including its origins
* Have basic Te Reo Māori including some vocabulary and structure
* Have an understanding of tikanga and are confident in situations where observed
* Apply a Māori paradigm to your work
* Work alongside Māori groups and take the time to earn their respect
* Understand the basic principles of the Treaty of Waitangi from both Māori and Crown perspectives

**Leadership**

* Develop a professional approach to your work
* Share knowledge and information
* Show commitment to team goals
* Work collaboratively with other members of the organisation
* Work within any change requirements

**Relationship Management**

* Understand principles of Māori interrelationships and acknowledge when dealing with people
* Actively participate and enjoy building the capability of the team
* Promote a friendly, cooperative climate in groups and teams
* Identify stakeholder needs and follow up to address them
* Build and maintain the formal and informal networks and relationships that are important to the achievement of work objectives
* Show an interest in people’s issues and activities that go beyond the immediate work
* Engage others before making decisions
* Come face to face with conflict rather than trying to avoid it

**Communicating Effectively**

* Use basic Te Reo Māori in your work and know when it is appropriate to use
* Communicate kanohi ki te kanohi where possible
* Prepare and present clear and concise, written and verbal information to individuals or groups
* Set out arguments logically to persuade others
* Consider different communication methods and mediums to convey the desired message
* Deliver difficult messages tactfully
* Listen and ensure understanding of other people’s viewpoints
* Convey relevant information to interested parties
* Contribute important information to team discussions

**Results Orientation**

* Plan work and projects by identifying objectives, timeframes and priorities; then monitor and report on progress
* Solve problems by breaking down into parts, gather information from appropriate sources and identify the links between situations and information
* Incorporate Māori concepts and values into your work approach
* Recognise when problems or issues create risk and act to mitigate and/or advise appropriate others
* Pursue work with energy, drive and a need to finish
* Read changing work demands and respond positively

**Business Understanding**

* Model Te Puni Kōkiri’s values
* Align your work with organisation’s strategies and objectives
* Have a commitment to business policy and procedures and act to uphold them
* Understand roles and functions of business groups and how they interrelate
* Understand the basic principles of the Treaty of Waitangi and apply to your work
* Understand high level operation of government
* Understand and acknowledge relationships with other government agencies
* Maintain awareness of the political environment
* Consider impact of decisions on Te Puni Kōkiri’s stakeholders

**KEY RELATIONSHIPS**

INTERNAL

|  |  |
| --- | --- |
| **Contact** | **Nature and Purpose of Relationship** |
| Project teams | Participate in projects |
| Investment Staff | Provide support when required |

EXTERNAL

|  |  |
| --- | --- |
| **Contact** | **Nature and Purpose of Relationship** |
| Appropriate staff in government agencies | Participate in cross agency projects or forum |

**DECISION MAKING AUTHORITY**

The schedule of delegated authorities detail those departmental and non-departmental decisions that this position is authorised to make. The following summarises the key decision making authorities.

**Human Resource Authority**

|  |  |
| --- | --- |
| Area of Delegation | Delegated Authority |
| Recruitment | NIL |
| Remuneration | NIL |
| Development and performance | NIL |
| Ending employment | NIL |

**Financial Authority**

|  |  |
| --- | --- |
| Delegation Level | Level 5 |
| Maximum Expenditure Limit | $1,000 |