



Position Description

Executive Assistant

Team	Strategy, Monitoring and Engagement		
Group	Strategy, Monitoring and Engagement		
Directorate	Public Health Agency		
Manager	Group Manager Strategy, Monitoring and Engagement		
Location	Wellington		
Direct reports	Nil	Indirect	Nil
Delegation authority	HR Level 0	Finance	Level 0
Date	September 2024		Job band 13SU
Security Clearance	TBC		

Ko wai mātou - About Manatū Hauora, the Ministry of Health (the Ministry)

Manatū Hauora is the chief steward of the health system leading health across government. The Ministry exists to:

- provide coherent system-level leadership that aligns priorities and focus across the health system and across government in relation to health and wellbeing
- drive system strategy and performance
- be the Government's primary advisor on health, priority setting, policy, and system performance
- be the principal source of horizon scanning and government-level leadership, including leading on advice on the determinants of health and wellbeing and taking a medium and long-term investment focus on health and wellbeing
- be the regulator of the health system.

Tō mātou nei aka - Directorate description

The Public Health Agency sits at the heart of Manatū Hauora and leads all public health and population health policy, strategy, regulatory, intelligence, surveillance and monitoring functions, and has a key role in providing advice to Ministers on all public health matters. It provides public health leadership across the health and disability sector



and influences wider determinants of population health to enable people, their whānau and environments to be healthy and improve their wellbeing.

It's key partners in fulfilling its role include iwi, hapū, Māori communities, kaupapa Māori partners and the National Public Health Service within Te Whatu Ora (Health New Zealand).

Kōrero mō te tūranga – Position purpose

The Executive Assistant delivers high quality and timely support for the Group Manager Strategy, Monitoring and Engagement, Director Pacific Health and Director Hauora Māori Tūmatanui. They support and actively collaborate and engage with colleagues and stakeholders both internally and externally.

Ko tōu ake mahi – What you'll do

- Manage the diaries and emails of the Group Manager and Directors, scheduling meetings and responding to emails
- Act on behalf of the Group Manager, Manager or Director, pass on messages and respond to queries
- Ensure all work reflects our responsibilities to the priority of equity and meeting Treaty of Waitangi obligations, as well as wider equity considerations for priority populations,
- Work and liaise with varied and diverse Pacific communities and Pacific leaders
- Support the wider work programmes of the Strategy, Monitoring and Engagement Group, Pacific Health Team and Hauora Māori Tūmatanui teams, including event and relationship management, and administrative support to advisory groups.
- Prepare reports, responses and presentations, manage filing and correspondence
- Contribute to the improvement and development of administrative process, procedures and systems within the Group and wider Directorate, including working collaboratively with other EA's and administrative team members
- Follow standard/routine policies and processes
- Build collaborative and positive working relationships with staff across the wider Ministry as well as all key stakeholders, internal and external

This position description is intended as an insight to the main tasks and responsibilities required in the role and may be subject to change in consultation with the job holder.



Hautūtanga – Leadership profile: Individual Contributor

Takes ownership of the work they deliver for the Ministry and the way they collaborate and engage with others

Lead self	Lead others	Lead the Ministry
<ul style="list-style-type: none"> • Be an exemplar of the Ministry’s desired culture and Public Sector Spirit of Service • Effectively plan, prioritise, and deliver work that you are accountable for • Draw on data, insights, and critical thinking to deliver work outcomes for your team and the Ministry • Take responsibility for your professional development, seeking support from your manager and the Ministry where required 	<ul style="list-style-type: none"> • Champion an inclusive, diverse, and safe workplace where people thrive • Provide support to peers within your team and across the Ministry • Convene and collaborate with key stakeholders and customers within the Ministry and externally 	<ul style="list-style-type: none"> • Ensure you understand the Ministry’s strategy and vision and how your role fits into the bigger picture • Understand the impact of the work you deliver and how this relates to other work across the Ministry • Ensure you understand and adhere to the Ministry’s policies and processes that are relevant to your role and the work you deliver

Angitūtanga – Leadership Success Profile

Te Kawa Mataaho Leadership Success Profile (LSP) describes what ‘good’ leadership looks like at all levels within the New Zealand public sector. While all elements of the LSP are important, the following leadership competencies are particularly relevant to your leadership role. The leadership competencies are underpinned by the leadership characters in the LSP.

Leadership Competencies	Leadership Characters
<ul style="list-style-type: none"> • Engaging others • Leading with influence • Achieving ambitious goals • Managing work priorities 	<ul style="list-style-type: none"> • Curious • Honest and Courageous • Resilient • Self-aware and agile

You can find further information on the LSP here:

[Leadership Success Profile - Te Kawa Mataaho Public Service Commission](#)



Te Aronga o te Ratonga Tūmatanui – Public Service Purpose

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i ōna 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.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki
(<https://www.publicservice.govt.nz/about-us>)

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>)

Oranga me te haumaru – Your health, safety, and wellbeing

At the Ministry of Health, we expect all of our Individual Contributors to:

- Help maintain a safe working environment within the Ministry by complying with and supporting all health and safety policies, guidelines, and initiatives
- Know what to do in the event of an emergency or if a health and safety incident or near miss occurs
- Know how to keep yourself and others safe at work from hazards and risks relevant to your role.

Kanorau me te whakauru – Diversity and inclusion

The Ministry of Health welcomes and supports people of all gender identities, ages, ethnicities, sexual orientations, disabilities, and religions. A requirement of this role is to actively support and promote our diversity and inclusion principles.



Ko ngā pukenga ōu – What you'll bring to the role

- Previous experience in a Personal Assistant or Executive Assistant role providing support to a senior executive and their team
- Advanced skills in the MS Office Suite, including Sharepoint
- Excellent organisational skills along with the ability to think ahead, use initiative, establish priorities and meet deadlines whilst preserving the highest levels of accuracy and confidentiality
- An understanding of kawa and tikanga and a commitment to Te Tiriti o Waitangi, working in partnership with Māori
- An understanding and appreciation of Pacific Island cultures, communities, and varying perspectives.
- Previous experience, or a commitment and openness to learn, using your cultural competencies to support health equity activities with priority populations
- Excellent interpersonal, oral and written communication skills and the capacity to manage relationships at all levels, including with senior Ministry officials and with health sector leaders