

Executive Assistant

REPORTS TO	Deputy Secretary
LOCATION	Auckland
SALARY BAND	14
BUDGET/FINANCIAL RESPONSIBILITIES	No
DIRECT REPORTS	NIL
DATE	September 2025

About the Ministry

The Ministry for Pacific Peoples (The Ministry) is the government's principal advisor on policies and interventions aimed at improving outcomes for Pacific peoples in New Zealand. We bring the Pacific voice, perspective, and understanding into policy and government decision-making. We walk alongside our people and empower them to thrive, whether it is accessing life changing learning opportunities or help finding jobs to support their families for example. Our purpose is to weave the aspirations of Pacific peoples into a thriving Aotearoa.

The Ministry's mission is 'enriching Aotearoa with thriving Pacific communities through policy advice, Pacific knowledge and expertise, innovation, partnerships and leadership, and communications and engagement'. Our vision is a Pacific Aotearoa where we all thrive.

We are guided by Pacific values: *Ola fetufaaki* (Reciprocity), *Tapuakiga* (Spirituality), *Soalaupule* (Consensus), *Piri'anga* (Collectivism), *Fakalilifu* (Respect), *Magafaoa* (Family), and *Aro'a* (Love).

Directorate/Team Purpose

The Executive Assistant supports the Deputy Secretary to communicate effectively with stakeholders, put its best foot forward with Ministers and Parliament, and work towards a shared set of priorities. It works with and supports every other area of the Ministry. Its teams have a business partnering approach, enabling directorates in the Ministry to tap into the wide expertise within the Directorate that the Executive Assistant supports.

Role Purpose

The Executive Assistants are responsible for providing high-quality executive level administrative support services to their Deputy Secretary. These services including secretarial and personal assistance.

Role Responsibilities

- Manage competing demands to optimise the Deputy Secretary's time.
- Coordinate and manage the logistical requirements for the Deputy Secretary's attendance at meetings and community events.

- Provide minutes of meetings, short biographies of key stakeholders and coordinating information and resources for the Deputy Secretary's commitments and appointments.
- Manage the Deputy Secretary's diary and itinerary, anticipating the requirements for each engagement.
- Manage documentation and liaising with Ministry staff as required.
- Advise on best practice administrative systems and processes for the Deputy Secretary and their team.
- Provide hosting duties for the Deputy Secretary's quests and responding to correspondence, emails and other communications as directed.
- Create and maintain up-to-date and relevant databases and filing systems.
- Liaise and lead other administrative staff through coaching and mentoring to maintain efficient and consistent office practices across the Ministry.
- Support other Tautua members as required.
- Develop and maintain excellent relationships with the Ministry's Deputy Secretary's and staff.
- Organise and support the Deputy Secretary's functions and events.
- Coordinate high quality and professional communication resources (such as presentations and newsletters) for the Deputy Secretary.
- Engage with stakeholders and representatives of New Zealand's Pacific community.
- Compile briefing papers for the Deputy Secretary.
- Coordinate Ministerial service requests as required e.g. OIAs, PQs and reporting.
- Be responsible for own health, safety and wellbeing at work.

In order to successfully carry out this role, the following organisational capabilities also need to be demonstrated:

CAPABILITY	CRITICAL SUCCESS FACTORS
Pacific Commitment & Knowledge	• Participates in Ministry efforts to uplift Pacific cultural capability level. • Actively champions Ministry programmes and services. • Contributes to the Ministry's engagement with Pacific communities, leaders, organisations, and groups as required.
Public Sector Savvy	• Has an awareness of the New Zealand machinery of government. Familiar with processes, systems, and tools to inform decision-making on Ministry matters. • Has experience working in other Public Sector agencies at a personal assistant/executive assistant level. • Aware of the expectation to remain politically neutral as a public servant. • Connects people in other agencies with the most appropriate contact in the Ministry to enable work to be progressed.
Collaboration	• Engages in constructive and productive working relationship with others. • Collaborates with others through various means including face-to-face and on-line collaboration tools. • Creates and fosters reciprocal relationship with others.

Key Relationships

Internal

- Executive Leadership Team
- Directors
- All staff across the Ministry.

External

- Public Service Commission
- Senior Leaders in related government agencies.

Experience & Qualifications

- Proven experience in a similar role supporting a senior leader of a corporate, government or similar environment.
- Good written and oral communication skills which can be effective in a variety of informal and formal settings
- Proven experience in exercising judgement in difficult situations with the ability to proactively resolve issues effectively
- Understanding of the machinery of government and public sector procurement processes
- Good relationship and stakeholder engagement and management skills.

Other Role Considerations

Health and Safety

All employees are expected to be aware of and comply with their responsibilities under the Health and Safety at Work Act 2015. In conjunction with the Act, employees must abide by the Ministry's Health & Safety Policy and Guidelines.

All employees will also be expected to:

- Comply with all reasonable instructions regarding wellbeing, health and safety policies and processes and the Health and Safety at Work Act 2015.
- Take reasonable care to ensure that in the performance of their employment they do not undermine their own wellbeing, health and safety or that of any other person.
- Work in a safe and responsible manner, ensuring incidents, accidents, hazards or near misses are promptly reported.

Privacy and Security

All employees must be aware of and comply with the Ministry's Privacy, Information Management, and Information Security policies and guidelines as well as incident reporting requirements.

Employees must also abide by the Privacy Act 2020. Employees are expected to:

- Understand the principles and practice of good privacy and information management
- Appropriately handle and manage personal and official information collected and held by the Ministry
- Protect information from unauthorised use or disclosure.

Working in the Public Service

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