



TE TAURA WHIRI I TE REO MĀORI

MĀORI LANGUAGE COMMISSION

Pouāwhina Matua | Executive Assistant

Location	Pōneke Wellington
Team	Te Hāpai Ō Corporate Services
Reports to	Hautū, Te Hāpai Ō Director, Corporate Services
Salary band	11

Te Hāpai Ō | Corporate Services

Te amorangi ki mua; te hāpai ō ki muri. Te Hāpai Ō is the unit responsible for two different teams and their workstreams:

- Finance and Administration
- Team Corporate Services

The Finance and Administration team are key to the smooth running of the organisation and actively provide a range of support:

- Frontline services and visitor care
- Supplier and vendor coordination
- Administration and financial support

The Role

The Executive Assistant (EA) provides wide ranging secretarial and administrative support and services to Directors within the Senior Leadership Team (SLT). The EA manages their daily workflows, advises them of current matters; and assists with planning for upcoming deadlines.

It is essential the EA is across all aspects of the SLT deliverables, working closely with the Directors, actively monitoring key priorities, and ensuring they are well positioned to deliver on their strategic goals.

The role requires the oversight and preparation of key documents and communications including presentations for internal and external meetings.

Key Responsibilities and Outcomes

Activities	Expected Outcomes
Executive Assistance and Secretarial Support <ul style="list-style-type: none">• Provide personal assistance and support• Act as the first point of contact• Deal with high level, urgent and confidential issues• Manage diary and appointment scheduling• Monitor and screen telephone calls, emails, and other communications, responding accordingly• Document Management (electronic filing)• Prepare and/or proof letters, emails, presentations, documentation, memoranda, and records	<ul style="list-style-type: none">• Pre-empt the needs of the SLT and ensure provision of support, resources, and accurate information so they<ul style="list-style-type: none">- are well prepared to effectively meet their priorities and accountabilities, deadlines, and appointments- have a clear understanding of priorities and requirements- are well informed and up to date with developments and information• Effectively manage a range of tasks, demonstrating awareness of degrees of

Activities	Expected Outcomes
<ul style="list-style-type: none"> Plan and prepare travel and travel related documentation Manage the expenses and reporting of expenses for the SLT, co-ordinating with the Finance team Manage and monitor workflows and deadlines, follow up and follow through tasks to completion Undertake and action any tasks and requests that are relevant in the context of the role 	<p>urgency and importance, prioritising work accordingly</p> <ul style="list-style-type: none"> Effective scheduling and calendar management Documentation and reports are highly professional and accurate Travel arrangements balance requirements and best value for money Proactive approach to work management; timely follow up and completion of tasks You are a trusted advisor and manage sensitive information discreetly and confidentially Demonstrate a high level of professionalism, agility, and willingness to support where required
<p>Hui Support and Coordination</p> <ul style="list-style-type: none"> Provide support as required for hui Prepare and disseminate documentation such as notices, agendas, action lists and resolutions Attend hui as required and record minutes Coordination, including scheduling, catering, booking venues, and responding to related queries 	<ul style="list-style-type: none"> Effective coordination facilitates smooth running of hui Agendas and other documentation are accurate and shared in a timely manner Minutes effectively capture key discussion and action points, and decisions Positive and productive working relationships and networks are established Understand the structure and relationships within and between other government agencies and stakeholders Maintain a high level of confidentiality

Competencies

Essential

- Strong written and verbal communication skills in Māori and English with the ability to translate and interpret written text and verbal communications
- A natural decision-maker with good judgement, the ability to think and work under pressure
- Logical, analytical approach to assessing risk and solve problems, considering different options to decide best course of action
- Highly professional and discreet with proven ability to develop trust and credibility at an executive level
- Wide ranging knowledge of administration systems, processes, and support services
- Excellent relationship and interpersonal skills
- Ability to prioritise work, meet deadlines and adapt to last minute changes
- High level of initiative, ability to juggle opposing priorities and conflicting requirements
- Compassion and empathy for others' success with the ability to empower attainment of and focus on strategic objectives
- Demonstrated willingness to contribute across the organisation
- Active participation in your ongoing learning and development

Desirable

- Awareness of Te Whare o te Reo Mauriora (national Māori language revitalisation model)
- Public Sector experience in a senior administration support role
- Advanced skills across the entire MS Office suite
- A relevant qualification