

The Role

Location:	Wellington	Team:	Chief Executive's Office
Grade:	15	Reports to:	Chief Executive
Employment:	Permanent		

Responsibilities

The Executive Assistant assists the Chief Executive and Group Manager Corporate Services by making optimal use of their time, performing work under delegation, and by organising their contact with both internal and external parties. This high-quality and timely support consists primarily of efficient diary and email inbox management, travel coordination, documentation, and financial administration. The role also involves support to the EECA Board and Board meetings in the form of travel bookings and meeting logistics.

EECA's Purpose and Behaviours

Our Purpose

EECA's purpose is to mobilise New Zealanders to be world leaders in clean and clever energy use. We are Te Tari Tiaki Pūngao – Guardian of the energy. This means we have a responsibility to ensure that all of New Zealand recognises that the energy we save now will be an asset to our future, in a multitude of ways. We want a sustainable energy system that supports the prosperity and well-being of current and future generations.

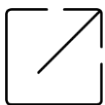
In order to get there, our strategic focus areas are:

- Productive and low emissions business
- Efficient and low-emissions transport
- Energy efficient homes
- Government leadership
- Engage hearts and minds

More information on who we are and what we do is available on our website www.eeca.govt.nz/about-eeca

Our Key Behaviours

EECA has identified four key behaviours that will help us succeed. We will be looking for applicants that can demonstrate these behaviours.



Open to the new



Stand in others' shoes



Believe in 'we' not 'me'



Deliver the goods



Key Result Areas

- Supporting the Chief Executive and the Group Manager Corporate Services through diary management, prioritisation of commitments, and communication of availability
- Monitoring and screening diary requests and telephone calls, redirecting as appropriate
- Arranging meetings, appointments, events and other activities as required
- Processing expenses and supporting with other financial tasks as they relate to the Chief Executive’s Office
- Coordinating all travel arrangements for the Chief Executive, Group Manager Corporate Services and Board Members
- Keeping the Group Manager Corporate Services and the Chief Executive advised of critical and urgent emails needing their action
- Ensuring the work presented to the Chief Executive for sign-off meets high professional standards
- Assisting with the timeliness, presentation quality and uploading of the monthly EECA Board papers
- Supporting the Board members with engagements and other related Board matters.

Key Competencies

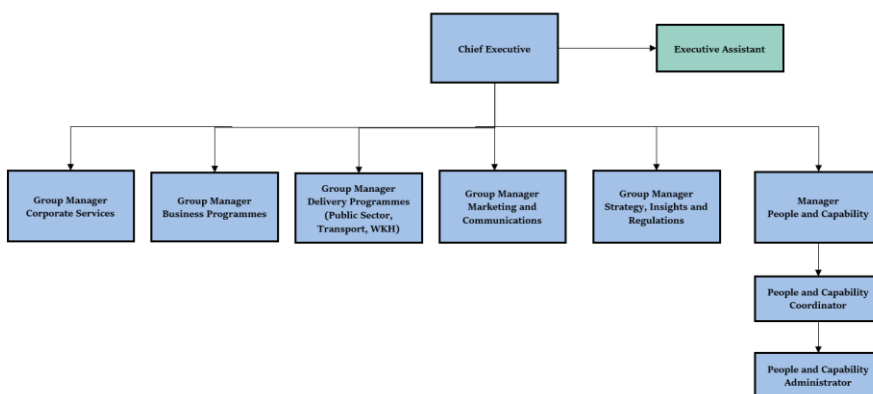
- Planning and priority setting
- Effective written and verbal communication
- Initiative and finding solutions
- Continuous learning
- Strong customer service

Relationships

It is expected that effective working relationships are established with relevant EECA staff and external stakeholders.

Where your position fits:

Chief Executive’s Office



Key Internal Relationships

- Leadership Group
- Wider Leadership Group
- Board Members

Key External Relationships

- Other Government Departments/agencies
- Other public sector organisations
- Individuals and groups in the energy and business sectors



Educational Qualifications, Experience and Skills Required

- Proven level of executive support experience with associated secretarial skills
- High levels of proactivity, organisational ability, attention to detail and flexibility
- Excellent MS Office and Information Technology skills
- Excellent written and oral communication skills
- Strong interpersonal skills
- Proven integrity and confidentiality
- Ability to work under pressure while exercising considerable personal initiative and tact.
- Ability to deal with different personalities and issues sensitively, confidently and confidentially
- Excellent relationship building skills enabling the establishment of constructive and trusting relationships with all stakeholders
- The ability to understand the challenges of the Chief Executive's accountabilities and the judgment to be proactive in providing appropriate support services.

EECA's Working Environment

A policy of equal employment opportunity operates and EECA provides a work environment that is free from discriminatory practices and encourages all employees to reach their full potential.

As a good employer, EECA takes its Health and Safety responsibilities seriously and all staff are expected to comply with all Health and Safety policies and practices, as part of their employment.

Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia 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 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 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/>

