



# Job description

## Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

## Private Secretary (Administration)

### Shared Services, Ministerial and Secretariat Support

You will be responsible for delivering a wide range of support services to the Minister and Ministerial Office. This is an events based position based on a 3 year parliamentary term.

- **Reporting to:** Senior Private Secretary and Portfolio Manager
- **Location:** Wellington (Parliament)
- **Salary range:** Business Support F
- **Security Clearance:** The ability to obtain and maintain a Confidential National Security Clearance. Some roles require Secret or Top Secret.

### What we do matters – our purpose

Our purpose is to serve and connect people, communities and Government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

### How we do things around here – our principles



#### We make it easy, we make it work

- Customer centred
- Make things even better



#### We're stronger together

- Work as a team
- Value each other



#### We take pride in what we do

- Make a positive difference
- Strive for excellence

### Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

| What you will do to contribute  | As a result we will see  |
|---|--|
| <p><b>Reception (if applicable)</b></p> <ul style="list-style-type: none"> <li>• Greet and receive visitors, answer telephones and provide reception services using initiative and experience to read situations.</li> <li>• Provide high quality service to all visitors, members, officials, and constituents who have contact with the Minister’s office.</li> </ul>   | <ul style="list-style-type: none"> <li>• An efficient, effective and professional reception service provided.</li> <li>• Visitors and callers to the office are dealt with appropriately and professionally.</li> </ul>  |
| <p><b>Administration/Secretarial</b></p> <ul style="list-style-type: none"> <li>• Liaise with Senior Private Secretary to assist with the Minister’s diary, including: scheduling meetings, travel bookings, international travel planning and preparation, accommodation, house roster replacements and leave applications.</li> <li>• Provide back up for the Minister and other staff within the office by attending to immediate issues in staff absence.</li> <li>• Provide word processing services for the Minister and staff including Cabinet and legislative papers; general correspondence; transcribing, press releases and speeches etc. Prepare mail outs using mail merge.</li> <li>• Acknowledge, log and distribute correspondence ensuring the timely flow of papers within the Minister’s Office.</li> <li>• Draft general correspondence for the Minister and other Ministerial staff as required, using judgement and initiative, ensuring that it meets Government policy and that the requirements of the Cabinet Manual, Ministerial Office Handbook and Legislative and House Proceedings Handbook are met.</li> <li>• Manage the Ministerial Office e-mail inbox and tracking system for Ministerial and Official information requests.</li> <li>• Create, update and maintain databases and office filing systems to ensure information is filed logically and is able to be accessed promptly.</li> <li>• Provide administration support to the Senior Private Secretary. This may include checking and reconciling invoices and other processes required to meet DIA requirements.</li> <li>• Identify improvements in office processes and implement, following consultation with Senior Private Secretary and team members.</li> </ul> | <ul style="list-style-type: none"> <li>• Well managed, easy to use and up to date office databases, filing and bring-up system, which provides immediate access and recovery of all documents including oral and written questions.</li> <li>• Exemplary word processing and administration services provided to the Minister and office staff.</li> <li>• Efficient office/administrative systems are in place, well organised and reviewed.</li> <li>• Correspondence is promptly acknowledged and distributed to the appropriate channels.</li> <li>• Correspondence is drafted as required and meets policy and legislative requirements.</li> <li>• The reception area and the Minister’s Office tidy and welcoming.</li> <li>• The movement of all documents (internal/external) reaches the correct recipient in a timely manner.</li> <li>• Appropriate functions arranged as required; all travel arrangements arranged in an appropriate timeframe.</li> </ul> |

| What you will do to contribute  | As a result we will see   |
|---|---|
| <ul style="list-style-type: none"> <li>• Arrange Ministerial functions, process Ministerial invitations including responses, diary, and travel accompanying documentation.</li> <li>• Photocopying, deliveries and collections throughout Parliament, action stationary requests/maintain supplies.</li> <li>• Maintain housekeeping of Minister's suite.</li> <li>• Provide support by assisting with media and/or advisory work as directed by the Senior Private Secretary.</li> </ul> |   |
| <p><b>Electorate Duties</b></p> <ul style="list-style-type: none"> <li>• Liaise with electorate staff on correspondence, appointments, clinics etc. Keep Minister regularly informed of issues within his/her electorate.</li> <li>• Establish and maintain excellent working relationships with the Minister's Electorate office.</li> </ul>   | <ul style="list-style-type: none"> <li>• A highly effective relationship with the electorate staff where liaison, diary movements, meetings and information flows freely between the Ministerial office and electorate office.</li> </ul> |
| <p><b>Risk</b></p> <ul style="list-style-type: none"> <li>• Alert the Senior Private Secretary to anything that you identify (actual or perceived) that may be a political, business or administrative risk to the Minister.</li> <li>• Understand and actively work with the Senior Private Secretary to manage any business or administrative risk.</li> </ul>  | <ul style="list-style-type: none"> <li>• The Senior Private Secretary aware of any identified risks that may arise.</li> <li>• Improvement of current risk management issues within portfolios.</li> </ul>                                |
| <p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>• Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>• Report all incidents and hazards promptly</li> <li>• Know what to do in the event of an emergency</li> <li>• Contribute to the formulation of return to work plans</li> </ul>   | <ul style="list-style-type: none"> <li>• Health and safety policies are followed.</li> <li>• An appropriate return to work plan formulated and implemented.</li> </ul>  |

| Who you will work with to get the job done |  | Advise | Collaborate with | Influence | Inform | Manage/lead | Deliver to |
|--|--|--------|------------------|-----------|--------|-------------|------------|
| Internal                                   | Minister   |        |                  |           | ✓      |             | ✓          |
|  | Senior Private Secretary   |        | ✓                |           | ✓      |             | ✓          |
|  | Press Secretary & Ministerial Advisor                                  |        | ✓                |           | ✓      |             | ✓          |
|  | Ministerial Resourcing Team  |        | ✓                |           | ✓      |             | ✓          |
|  | Whip's Office; Clerk's Office; Cabinet Office;                         |        |                  |           | ✓      |             |            |
|  | Ministerial Services Staff   |        | ✓                |           | ✓      |             |            |
| External                                   | Minister's spouse/partner & family                                     |        |                  |           | ✓      |             |            |
|  | Staff of portfolio departments, ministries and State Owned Enterprises |        |                  |           | ✓      |             |            |
|  | Sector interest groups   |        |                  |           | ✓      |             |            |
|  | Minister's constituents  |        |                  |           | ✓      |             |            |
|  | Party Officials  |        |                  |           | ✓      |             |            |
|  | Members of the public  |        |                  |           | ✓      |             |            |
|  | Electorate office  |        | ✓                |           | ✓      |             | ✓          |

| Your delegations                          |     |
|---|-----|
| Human Resources and financial delegations | Nil |
| Direct reports                            | Nil |

| Your success profile for this role  | What you will bring specifically   |
|---|--|
| <p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is <a href="#">Valued Contributor</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Customer Focus</li> <li>• Continuous improvement</li> <li>• Teamwork and peer relationships</li> <li>• Action oriented</li> <li>• Self-development and learning</li> <li>• Functional and technical skills</li> </ul> | <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Proficiency with Microsoft programmes with the ability to pick up new software programmes.</li> <li>• A history of achievement in the provision of support to a team.</li> <li>• Experience in providing efficient and effective administration, secretarial and reception services is desirable.</li> <li>• A tertiary qualification in a related discipline or relevant experience is desirable.</li> </ul> |

| Your success profile for this role | What you will bring specifically  |
|------------------------------------|---|
|                                    | <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Effective planning and co-ordination skills, with the ability to meet tight deadlines and adapt to competing and changing priorities.</li> <li>• Strong attention to detail and an ability to take responsibility for completing tasks set.</li> <li>• Well-developed relationship management and interpersonal skills.</li> <li>• Proven ability to maintain confidentiality and use discretion possesses sound judgement and tact in dealing with sensitive issues.</li> <li>• Ability to work well as a team player and collaboratively across teams.</li> </ul> <p><b>Other Requirements:</b></p> <p>May be required to:</p> <ul style="list-style-type: none"> <li>• Be available for working outside normal working hours.</li> <li>• Drive a departmental vehicle, rented vehicle or private vehicle while on departmental business. A current driver licence is essential in these circumstances.</li> </ul> |