



Job description

Haere mai

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

Team Administrator Kaiwhakarite

Central/Local Government Partnerships Group

The Central / Local Government Partnerships Group is Government's lead / chief advisor on local government. Its core purpose is to work across central government agencies, and between local and central government, to support a 'one system' approach to ensure communities, regions, local and national economies thrive.

This role is a key support partner to the Partnerships Directors and provides a professional, effective and efficient level of administrative support services. This role will add value and improve the Central / Local Government Partnerships workplace experience by providing effective administration, organisational process and system support.

- **Reporting to:** Partnerships Director
- **Location:** Wellington
- **Salary range:** Business Support D

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. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand’s past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. 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>Business Support</p> <ul style="list-style-type: none"> • Provide support and assistance to Partnerships Directors and team members as required • Work with other support personnel to provide administrative and organisational support to the wider Central / Local Government Partnerships Group, as required • Provide additional and back-up support to the Executive Assistant to the DCE of the CLGP Branch as required • Effectively deliver allocated business support • Contribute to the timely delivery of high quality Ministerial correspondence and support • Manage scheduling of meetings and coordinate and support team meetings as required, including drafting and disseminating meeting minutes • Provide meeting support for CLGP staff including room bookings, catering, meeting facilities and coordination of attendees • Manage the flow of all manager correspondence as appropriate • Ensure the Ministerial database is up-to-date and maintained • Assist CLGP staff to ensure that documentation loaded into CabNET is accurate and complete • Support CLGP staff with event management arrangements as required 	<ul style="list-style-type: none"> • CLGP Directors’ needs are well anticipated and are supported to focus on their core roles • All CLGP staff are kept informed and connected • CLGP meets all of its external and internal reporting requirements • Meeting participants receive agendas, minutes and action points in advance of the meeting to sufficiently prepare • Smooth flows of correspondence with timely responses to emails and other communications • Partnership Directors requests are dealt with in an efficient and effective manner to achieve outcomes • The Ministerial database is kept accurate and up to date

What you will do to contribute	As a result we will see
<p>Team Administration</p> <ul style="list-style-type: none"> • Monitor team administrative priorities, workload and travel/accommodation requirements • Order non-standard stationery for all CLGP staff as required and sort and distribute mail • Assist in producing high quality documents including formatting, printing, collating, photocopying and distribution • Manage the drafting and preparation of letters, presentations, reports, briefings and minutes as required by the manager(s) or team • Monitor the information management requirements for the team • Manage and maintain filing systems, both electronic and paper-based • Assist in the induction and training of CLGP Group, including scheduling CabNET and other training, facilitating desk and ICT set-up and authorisations as required • Assist with team wide administration, including travel bookings, meetings etc. • Provide cover for the Executive Assistant as required 	<ul style="list-style-type: none"> • Team members are communicated with effectively • Effective, timely and proactive administrative support is provided to the CLGP group • Papers meet Ministerial timeliness standards • The office is stocked with adequate supplies and all equipment is functional • Proactive communication re: the progress on tasks and updates is provided when there are delays • All administration tasks are completed accurately and to the agreed standards
<p>Financial Administration</p> <ul style="list-style-type: none"> • Raise purchase order requests, and receipt when goods have been received • Process all invoices by checking invoices, coding and arranging for appropriate sign-off • Forward invoices to Finance within agreed timeframes • Prepare financial returns and reports as required • Reconcile P-Card transactions • Complete the monthly accruals 	<ul style="list-style-type: none"> • All CLGP goods and services purchases complies with relevant DIA policies and procedures • Payments are processed according to departmental processes, delegations and policies • Invoices are received by Finance within agreed timeframes and suppliers are paid on time • CLGP Directors are confident that all finance administration tasks are completed to agreed standards
<p>Information Technology</p> <ul style="list-style-type: none"> • Action (and support others to action as needed) Service Desk requests for ICT related issues, repairs and supplies in the office • Coordinate the setup of ICT resources as required by the team and Service Desk • Monitor (and maintain as needed) all office ICT equipment including phones, laptops, data projectors and Wi-Fi etc. 	<ul style="list-style-type: none"> • Information technologies support CLGP staff to work efficiently and effectively • Office ICT equipment is tracked, accounted for and used appropriately

What you will do to contribute	As a result we will see
Documentation <ul style="list-style-type: none"> Provide word processing and document preparation support Assist CLGP Group staff to format documents, presentations and spreadsheets e.g. Cabinet Papers, briefings and Ministerial correspondence Support the timely use of Cohesion and other Department filing systems by CLGP Group staff and educate users as required 	<ul style="list-style-type: none"> Documents, presentations and spreadsheets are prepared and filed to agreed standards in an accurate and timely manner
Health and safety (for self) <ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm Report all incidents and hazards promptly Know what to do in the event of an emergency Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work. Health and safety guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Partnerships Directors, CLGP		✓		✓		✓
	CLGP group team members, including other support staff	✓		✓	✓		✓
	Policy Group staff	✓	✓	✓	✓		✓
	Relevant DIA Staff	✓	✓	✓	✓		
External	Minister's Offices		✓		✓		
	Other government agencies		✓		✓		

Your delegations	
Human Resources and financial delegations	Level Z
Direct reports	0

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 Valued Contributor.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> Customer Focus Continuous improvement Teamwork and peer relationships Action oriented 	<p>Experience:</p> <ul style="list-style-type: none"> Experience working in a fast paced, high demand Business Support Administration role with minimal supervision Proven experience managing high volumes of work within tight time frames, to required quality standards Proven experience providing efficient and effective administration services to a senior manager, preferably in the Public Sector Proven experience with electronic

Your success profile for this role	What you will bring specifically
<ul style="list-style-type: none"> • Self-development and learning • Functional and technical skills 	<p>document management and tracking systems</p> <ul style="list-style-type: none"> • Proficiency in working with financial systems and information <p>Knowledge:</p> <ul style="list-style-type: none"> • Proficiency in spoken and written English • Basic knowledge of planning and reporting processes • Proven ability in the use of Microsoft Office including; Outlook, Word, PowerPoint, Visio, Excel and Access • Proven competence with common ICT applications used in the public service <p>Skills:</p> <ul style="list-style-type: none"> • Displays the personal maturity and integrity to make good judgments about people, events and risks especially when dealing with sensitive issues • Excellent communication skills, both written and verbal and well-honed use of initiative in a busy office environment • Strong customer service disposition • Strong stakeholder relationship management focus and interpersonal skills, with the ability to interact with people at all levels • Team focused work ethics and the ability to work collaboratively across team boundaries • Detail focused with the ability to anticipate risks and the consequences of decisions and commitments • Advanced Microsoft Outlook skills with the ability to effectively manage the inbox and calendar • Fast and accurate keyboard skills • Ability to prioritise workloads and negotiate deadlines in the face of competing demands <p>Other requirements:</p> <ul style="list-style-type: none"> • Business Administration Diploma (or similar) is desirable