

Job description

Haere mai

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

Personal Assistant

Regulatory Systems, Policy, Regulation and Communities (PRC)

As one of Government's larger regulators, Regulatory Services aims to minimise harm and maximise benefits through effective oversight of anti-money laundering and countering financing terrorism, gambling, anti-spam and censorship regulatory systems. We are a responsive risk-based regulator that uses innovation and collaboration to maximise our impact to achieve desired outcomes for New Zealand communities.

The Personal Assistant provides consistent and dependable personal, secretarial and administrative support services to the Director Regulatory System and support to the Directorate management team and directorate staff where required.

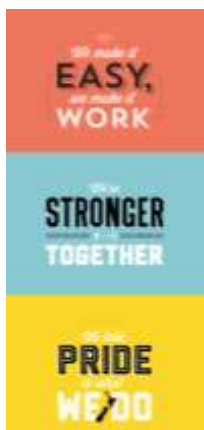
- **Reporting to:** Director Regulatory System
- **Location:** Wellington
- **Salary range:** Business Support E

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>Personal Assistant Support</p> <ul style="list-style-type: none"> • Provide personal and confidential secretarial support to the Directorate and the directorate managers • Diary management • Organise meetings and distribute agenda, papers and follow up notes or minutes • Take minutes of meetings, ensure the recording and allocation of action points and that any relevant information is passed onto appropriate team members • Complete and distribute agendas and relevant papers for Minister’s meetings • Produce and disseminate minutes to meeting participants in a timely fashion, once approved • Manage the relevant Cohesion Libraries and filing for the Director and co-ordinating consistent systems across the Branch and Department • Provide cover for the other Personal Assistants • Schedule and organise team meetings and events • Arrange travel bookings, team events and catering • Order and maintain stationery, office and kitchen supplies • Maintain office equipment and resolve building maintenance issues (by referring to Facilities Management) 	<ul style="list-style-type: none"> • Administrative needs of the Director and Managers are anticipated and completed in a timely and efficient manner so they are able to focus on being effective and efficient in their core roles • Diaries are accurate and the Director and the Directorate leadership team are well prepared for meetings • Customers are greeted in a professional manner and requests are actioned within agreed timeframes which are supported by positive feedback and minimal complaints • Meeting participants receive agendas, minutes and action points in a timely fashion

What you will do to contribute	As a result we will see
<p>Administration Support</p> <ul style="list-style-type: none"> • Provide administrative support to the Directorate and the wider Senior Leadership team as required • Build and maintain effective relationships with the team, department staff and stakeholders whilst ensuring effective lines of communications on key information • Act as the point of contact for office moves and changes • Act as a point of contact for ensuring maintenance is carried out in Directorate areas • Coordinate induction of new staff members • Arrange travel bookings, including taxis and accommodation for Regulatory Services staff • Ensure the effective functioning of the office environment by ensuring team resources are in place and team spaces are kept tidy and are functioning well • Undertake any system specific administration as may be required from time to time 	<ul style="list-style-type: none"> • Team members are communicated with effectively and the team's administrative needs are well supported • All responsibilities and actions are completed accurately, efficiently and to a high standard • You proactively communicate progress on tasks and provide updates when there are delays
<p>Documentation</p> <ul style="list-style-type: none"> • Provide word processing and document preparation to support document production and work flow requirements • Assist team members to format documents, presentations and spreadsheets e.g. Cabinet Papers, briefings and Ministerial correspondence • Produce, prepare and format spreadsheets, PowerPoint presentations and other documents to agreed standards and requirements • Coordinate consistent systems across the department 	<ul style="list-style-type: none"> • Documents, presentations and spreadsheets are prepared and filed to agreed standards in an accurate and timely manner. • Prompt communications to key stakeholders
<p>Financial Administration</p> <ul style="list-style-type: none"> • Process all purchase orders for the Director and his/her leadership team by requesting purchase orders, checking invoices, coding and arranging for appropriate sign-off • Reconcile purchase card (P-Card) transactions Complete monthly accruals • Compile reimbursement claims for manager and members of the team 	<ul style="list-style-type: none"> • Payments are processed according to Departmental process, delegations and policy • Invoices are received by Finance within agreed timeframes and suppliers are paid on time • Financial documents completed on a monthly basis

What you will do to contribute	As a result we will see
<p>Health and safety (for self)</p> <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	Director, Regulatory Systems		✓		✓		✓
	Directorate Managers		✓		✓		✓
	Regulatory Services Leadership Team		✓	✓	✓		✓
	Directorate Staff	✓	✓	✓	✓		
	Relevant Department Staff	✓	✓	✓	✓		
External	Portfolio Ministers and staff of Ministerial Offices	✓			✓		✓
	Central agencies	✓	✓	✓	✓		✓
	Policy Branches of other Government Departments whose responsibilities relate to the Department	✓	✓	✓	✓		

Your delegations	
Human Resources and financial delegations	Level Z
Direct reports	None

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 Self-development and learning Functional and technical skills 	<p>Experience:</p> <ul style="list-style-type: none"> Experience in a fast paced, high demand Team Administration Role and/or Personal Assistant role Experience in purchasing and inputting data into a financial management system <p>Knowledge:</p> <ul style="list-style-type: none"> Displays the personal maturity and integrity to make good judgments about people, events and risks Knowledge and use of Microsoft Office including; Outlook, Word, PowerPoint, Visio, Excel and Access Proven IT acumen in the use of all forms of modern technology

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none">• Strong Outlook experience with the ability to effectively manage the inbox and calendar <p>Skills:</p> <ul style="list-style-type: none">• Proven excellent communication skills, both written and verbal• 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• Ability to prioritise workloads and negotiate deadlines in the face of competing demands under minimal supervision• Fast and accurate keyboard skills <p>Other requirements:</p> <ul style="list-style-type: none">• Business Administration Diploma (or similar)