

## Senior Executive Assistant – Board and CE

<b>Manager</b>	Chief Executive		
<b>Location</b>	Wellington		
<b>Direct reports</b>	0	<b>Delegations</b>	0
<b>Date</b>	January 2022	<b>Job band</b>	TBC

### About the Mental Health and Wellbeing Commission

The Mental Health and Wellbeing Commission is an independent Crown entity with the objective to contribute to better and equitable mental health and wellbeing outcomes for people in New Zealand.

The Commission is an organisation committed to being grounded in Te Tiriti o Waitangi. Not only does the Commission have legal obligations to take account of Te Tiriti o Waitangi in its work, but we are committed to enabling a system that achieves better and equitable mental health and wellbeing outcomes for Māori.

The Commission is also required to seek the views of people who have experienced mental distress, people who have experienced addictions (or both) and the persons (including family and whanau) who support them.

We are a new Commission established to provide system oversight and leadership of the transformation of our mental health and wellbeing system. We will contribute to better and more equitable mental health and wellbeing outcomes for all people in Aotearoa through monitoring and reporting, advice, and advocacy. Further details can be found at [www.mhwc.govt.nz](http://www.mhwc.govt.nz).

Following the appointment of the Commission's Board, we are developing the organisation's vision, mission, and values and the strategy that will provide direction to the Commission into the future. We therefore expect to review this position description in 2022 to incorporate this.

### Diversity and Inclusion

The Commission welcomes and supports people of all gender identities, ages, ethnicities, sexual orientations, disabilities, and religions. A requirement of this role is to actively support and promote our diversity and inclusion principles.

### Vision, Mission and Values

The Commission has an vision, mission and values:  
Our vision is: Tū tāngata mauri ora- Thriving together

Our mission is: Whakawateatia e tātou he ara orange- clearing pathways to wellbeing for all

Our values are:

- **Tūhonotanga**- we are inclusive and connected
- **Māia**- we are courageous and speak up
- **Māramatanga**- we learn by listening and seek knowledge
- **Tika**- we will be fair and respectful
- **Aroha**- we care about the work we do and the people of Aotearoa

### Position purpose

The Senior Executive Assistant provides professional, high quality, timely one-to-one executive support to the Chief Executive, Board Chair, and Board members with secretariat duties. This will include dealing with matters of a highly confidential and sensitive nature, exercising initiative and managing workflow, where appropriate, to ensure the smooth operation of the office of the Chief Executive.

The Senior Executive Assistant will provide an advisory level of service to ensure the Chief Executive and Board receive the level of information they need and ensure expectations on the timing of delivery of work is monitored.

### Key functional accountabilities and deliverables for this position

- Exercise judgement and initiative with respect to issues and risks and communicating these to the CE, ensuring the CE is kept informed of important and relevant developments
- Provide full management of the Board agenda including planning of time allocation and ensuring accuracy, relevance, and quality control on information packs in a timely manner
- Prepare draft documentation / communication, proof read, and process documentation on behalf of the CE
- Provide a forward looking view of diary commitments and key milestones (e.g. Board paper submissions) on a monthly and weekly basis and provide a daily summary of key priorities
- Liaise with the Chair's "home" Executive Assistant or representatives as necessary
- Manage specific activities on behalf of the Chair, as directed
- Manage the CE's electronic diary, consistent with key priorities, including screening and managing requests for the CE's time, assessing priorities, facilitating space to complete work priorities, and ensuring he / she is aware of scheduled commitments

- Manage the CE's correspondence and emails, including monitoring communications, assessing priorities, alerting the CE to items of priority. As appropriate, allocate and redirect items for action and follow up on the preparation of responses
- Use judgment and nouse in identifying and preparing the CE's information requirements for meetings, appointments, presentations etc, ensuring briefing packs are developed in a timely manner
- Act as a conduit to the Chief Executive following up incoming and outgoing requests for information, outstanding reports and correspondence, monitoring progress of items and alerting the CE to timing and delivery issues
- Manage the CE's travel arrangements and processing of administrative expenses
- Ensure that board members are supported, including the scheduling of meetings, agenda preparation, travel arrangements and providing advance papers
- Maintain documentation with appropriate confidentiality, ensuring accurate capture, distribution, index, catalogue, storage and retrieval
- Respond effectively to the public, Ministers, Ministers' Offices, Chief Executives from other government organisations, and other executive managers on behalf of the Chief Executive as necessary
- Provide quality assurance and process expertise to the ongoing development and improvement of administrative processes, procedures, and systems within the Commission as part of the Commission's administration team
- Ensure all work reflects our responsibilities to the priority of equity and meeting Te Tiriti o Waitangi obligations.

### Key relationships

The Senior Executive Assistant has a key role in developing and maintaining effective working relationships with internal and external stakeholders.

#### Internal

The Commission Chair  
The Commission Board  
Leadership team

#### External

Chair's home Executive Assistant  
Ministry of Health  
Other Government agencies  
Vendors, contractors and service providers

### Health, safety and wellbeing

At the Mental Health and Wellbeing Commission we expect all of our Individual Contributors to:

Help maintain a safe working environment within the Commission by complying with and supporting all health and safety policies, guidelines and initiatives

Know what to do in the event of an emergency or if a health and safety incident or near miss occurs

Know how to keep yourself and others safe at work from hazards and risks relevant to your role.

### Person specification

#### Essential

- Significant experience as a Senior Executive Assistant in a Government Organisation
- Demonstrated ability to build and maintain relationships at all levels, including with the Board, the Ministry of Health and other health sector leaders
- Excellent organisational skills along with the ability to think ahead, use initiative, establish priorities and meet deadlines whilst preserving the highest levels of accuracy and confidentiality
- Strong interpersonal, oral and written communication skills
- Proven record of delivering high-quality work, including when working with ambiguity and time constraints
- An understanding of Te Tiriti o Waitangi and tikanga Māori tikanga and Māori environments or a strong desire to develop your experience in this area
- A first-hand experience or strong interest in supporting those who have lived and are affected by mental illness, distress and/or addiction would be highly valuable.
- Advanced technical skills of Microsoft suite including Office365 and use of Diligent program.

#### Desirable

- Relevant tertiary qualification

This position description is intended as an insight to the main tasks and responsibilities required for the role and may be subject to change in consultation with the job holder.

### Key capabilities

Achieving ambitious goals	<ul style="list-style-type: none"> <li>• Demonstrates achievement, drive, ambition, optimism, and a delivery focus; makes things happen and achieves ambitious outcomes.</li> </ul>
Managing work priorities	<ul style="list-style-type: none"> <li>• Works at the right level and on the right things; delivers on their short-term and long-term objectives across the breadth of their role.</li> </ul>
Displaying intellectual agility and curiosity	<ul style="list-style-type: none"> <li>• Thinks critically and broadly, displays curiosity and flexibility in analysing ideas and information; seeks and values the input of others, makes timely and fit for purpose decisions.</li> </ul>

Managing self	<ul style="list-style-type: none"> <li>• Displays grit, courage, resilience, humility, and integrity; manages reactions and demonstrates composure and consistency in their behaviour and emotions.</li> </ul>
Displaying self-awareness and a self-improvement focus	<ul style="list-style-type: none"> <li>• Knows themselves (what they do well and less well); can assess their performance and impact on others in the absence of feedback; seeks and values feedback; is committed to developing and improving themselves.</li> </ul>
Strategic and business planning	<ul style="list-style-type: none"> <li>• Collates and moderates inputs from relevant functional areas to inform strategic objectives, priorities, and plans</li> <li>• Manages and maintain functional initiatives and activities to ensure alignment with the organisation's strategic objectives and business plans</li> </ul>
Stakeholder engagement	<ul style="list-style-type: none"> <li>• Identifies and maintains effective relationships with internal and external stakeholders to achieve organisational outcomes</li> <li>• Coordinates and collaborates with and across internal functions to ensure alignment of functions</li> </ul>
Monitoring and evaluation	<ul style="list-style-type: none"> <li>• Monitors and evaluates to identify issues and opportunities and support decision-making processes</li> <li>• Reviews activities to measure effectiveness against outcomes and deliverables</li> </ul>
Advise and influence	<ul style="list-style-type: none"> <li>• Provides initiative-taking and frank advice that is impactful, influential, and able to be used</li> <li>• Frames advice in the context of relative priorities</li> <li>• Ability to influence others and shape debate</li> <li>• Anticipates and times the delivery of advice to maximise impact and influence</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Demonstrates effective written, verbal, and interpersonal communication skills</li> <li>• Ability to convey complex or technical information both verbally and in written form to a range of audiences</li> </ul>
Relationship management	<ul style="list-style-type: none"> <li>• Builds and maintains relationships with a wide range of people to achieve organisational outcomes</li> </ul>
Results orientation	<ul style="list-style-type: none"> <li>• Experience leading significant pieces of work using contemporary best practice methodologies and practices</li> </ul>
Analysis and judgement	<ul style="list-style-type: none"> <li>• Demonstrates strong qualitative and quantitative analytical ability</li> <li>• Demonstrates strong judgement and decision-making skills</li> <li>• Ability to distil complex and competing information to identify key themes and issues</li> <li>• Takes a strong evidence-based approach to decision-making.</li> </ul>

Technical knowledge	<ul style="list-style-type: none"><li>• Demonstrates the qualifications, skills, knowledge, and experience required to successfully undertake the position (detailed in the person specification of the position description)</li></ul>
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