

Kaiāwhina Rangapū | Executive Assistant

Manager	Director Corporate Services		
Location	Wellington		
Direct reports	0	Delegations	0
Date	November 2021	Job band	13

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.

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.

Te Tiriti o Waitangi

We are a organisation grounded in Te Tiriti o Waitangi. Te Tiriti o Waitangi informs the Commission's partnership approach with Māori as tangata whenua. We undertake our work in accordance with Te Tiriti o Waitangi and work in partnership with Māori to integrate a Te ao Māori approach to the wellbeing system.

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.

Position purpose

The Executive Assistant provides professional, high quality, timely one-to-one executive support to the Director Mental Health and Addiction Sector Leadership, Director Wellbeing System Leadership and Insights and Director Corporate Services (senior leaders) with secretariat duties. This will include dealing with matters of a highly confidential and sensitive nature and exercising the initiative and management of work where appropriate to ensure smooth operation for the senior leaders.

Key functional accountabilities and deliverables for this position

- Exercise judgement and initiative with respect to issues and risks and communicating these to the directors, ensuring the directors are kept informed of important and relevant developments.
- Prepare draft documentation/communication, proof read, check formatting and process documentation on behalf of the senior leaders.
- Provide a forward look 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.
- Support the Directors communication flow between them and the team.
- Manage the directors' electronic diaries, consistent with key priorities, including screening and managing requests for the directors' time, assessing priorities, facilitating space to complete work priorities and ensuring directors are aware of scheduled commitments
- Manage the directors' correspondence and emails, including monitoring communications, assessing priorities, alerting the directors to items of priority and preparing draft responses. As appropriate, allocate and redirect items for action and follow up to ensure required actions are delivered.
- Use judgment and nouse in identifying and preparing the directors' information requirements for meetings, appointments, presentations etc, ensuring briefing packs are developed in a timely manner.
- Act as a conduit to the directors following up inwards and outwards requests for information, outstanding reports and correspondence, monitoring progress of items and alerting the senior leaders to timing and delivery issues.
- Manage the directors' travel arrangements and processing of administrative expenses.
- Maintain documentation with appropriate confidentiality, ensuring accurate capture, distribution, index, catalogue, storage and retrieval.

- Provide quality assurance and process expertise to the ongoing development and improvement of administrative processes, procedures and systems within MHWC as part of the Commission's administration team.
- Support the EA to the CE and Board Chair when required and as agreed with the Director Corporate Services.
- Ensure all work reflects our responsibilities to the priority of equity and meeting Te Tiriti o Waitangi obligations.

Key relationships

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

Internal

The Commission Board
All Commission staff

External

Government agencies
Vendors and contractors
Service providers
Lived experience networks

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

- Experience as an Personal Assistant/Executive Assistant
- Demonstrated ability to build and maintain relationships at all levels, including with the Board.
- 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 and the capacity to manage relationships at all levels, including with the Board, Government agencies and health sector leaders
- Proven record of delivery of high-quality work, including when working with ambiguity and time constraints

- An understanding of Te Tiriti o Waitangi, 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

Desirable

- Relevant tertiary qualification
- Experience in working in Government or health sector

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

System and Commission Leadership	<ul style="list-style-type: none"> • Communicate in an open, collaborative, impactful and inspiring way • Support the development of team cultural competence including Te Reo Māori and tikanga capability • Commit to diversity, equity, and inclusion as priority practices in strategy and decision making.
Relationships and Stakeholder Engagement	<ul style="list-style-type: none"> • Identify, build, and foster collaborative external relationships which can influence and progress the organisation’s objectives
Strategic and business planning	<ul style="list-style-type: none"> • Contribute to organisation strategic planning ensuring alignment to legislative requirements, our operating model, our commitment to Te Tiriti o Waitangi and our strategy • Scan the environment to determine factors that will influence organisational success • Incorporate Māori concepts and values into planning and implementation approaches
Advise and Influence	<ul style="list-style-type: none"> • Analyses multiple sources of information and provides proactive and frank advice that is impactful, influential, and fit for purpose • Think critically, display flexibility in analysing ideas and information; seek and value the input of others, make timely and effective decisions in the context of relative priorities • Is curious to know and learn more, which leads to creative solutions and better operating results
Commitment to te ao Māori and tikanga Māori	<ul style="list-style-type: none"> • Understand the principles of Te Tiriti o Waitangi and the importance of engagement with iwi, hapu and whānau • Have an understanding of tikanga and are confident in situations where tikanga is observed, including within the Commission offices as standard practice

	<ul style="list-style-type: none"> • Have basic te reo Māori and a commitment to development • Commitment to participating in team tikanga/te reo sessions
Personal Leadership	<ul style="list-style-type: none"> • Model the Commission's values • Demonstrate drive, ambition, optimism, and a delivery focus; makes things happen and achieves ambitious outcomes • Work at the right level and on the right things; deliver on their short-term and long-term objectives • Display courage, resilience, humility, and integrity; manages reactions and demonstrates composure and consistency in their behaviour and emotions • Self-assesses on what they do well and less well; seeks and values feedback; is committed to developing and improving themselves • Model clear, honest conversations that respect different points of view. Facilitate the prevention and/or resolution of conflict while preserving working relationships.
Technical knowledge	<ul style="list-style-type: none"> • Demonstrate the qualifications, skills, knowledge, and experience required to successfully undertake the position (detailed in the person specification of the position description).