Position Description

Administrator

<table>
<thead>
<tr>
<th>Team</th>
<th>Initial Mental Health &amp; Wellbeing Commission Secretariat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group</td>
<td>n/a</td>
</tr>
<tr>
<td>Directorate</td>
<td>Office of the Director-General</td>
</tr>
<tr>
<td>Manager</td>
<td>Head of Secretariat</td>
</tr>
<tr>
<td>Location</td>
<td>Wellington</td>
</tr>
<tr>
<td>Direct reports</td>
<td>0</td>
</tr>
<tr>
<td>Indirect</td>
<td>0</td>
</tr>
<tr>
<td>Delegation authority</td>
<td>HR, Level N/A, Finance, Level N/A</td>
</tr>
<tr>
<td>Leadership profile</td>
<td>Individual Contributor, Job band 13</td>
</tr>
</tbody>
</table>

About the Initial Mental Health and Wellbeing Commission


The Initial Mental Health and Wellbeing Commission has been established as a Ministerial Advisory Committee, to enable some of the Commission’s important functions to be started while the permanent Commission is being established through the legislative process as a Crown entity. The Initial Commission will be in place from November 2019 to February 2021.

The purpose of the Initial Commission is to provide independent scrutiny of the Government’s progress in improving New Zealand’s mental health and wellbeing, promote collaboration between entities that contribute to mental health and wellbeing, and develop advice for the permanent Mental Health and Wellbeing Commission to enable the permanent Commission to make swift progress once it has been established.

The draft Terms of Reference for the Initial Commission is available at [https://www.beehive.govt.nz/release(initial-mental-health-and-wellbeing-commission-appointed](https://www.beehive.govt.nz/release(initial-mental-health-and-wellbeing-commission-appointed).]
Position purpose
The Administrator will provide administrative and advisory support to the Chair, the members of the Initial Commission, the Head of Secretariat and the wider Secretariat team; ensuring operational capability, support, processes and procedures are established and maintained consistently to a high standard.

What you will do
- Ensure all work is consistent with the Government’s responsibilities to the priority of equity and meeting Treaty of Waitangi obligations
- Effectively organise meetings and workshops, with internal and external partners, and the Initial Commission
- Provide a high level of administrative and secretariat support including taking minutes, and drafting/proofing associated materials and schedules
- Ensure output, workflow and deadlines are communicated to enable timely responses
- Support the Head of Secretariat to effectively manage finances
- Undertake and coordinate Commission and Secretariat reporting as required
- Arrange travel and purchasing, ensuring these meet relevant AOG requirements
- Build collaborative and positive relationships across the Secretariat, Ministry, the wider health and disability sector, government and other external stakeholders
- Role model the Ministry’s desired culture and values within the Secretariat.

Leadership Success Profile Competencies
The State Services Leadership Success Profile (LSP) describes what ‘good’ leadership looks like at all levels within the New Zealand public sector. While all elements of the LSP are important, the following competencies are particularly relevant to your leadership role:
- Achieving ambitious goals
- Managing work priorities
- Engaging others
- Leading with influence

These leadership competencies are underpinned by the Leadership Character in the LSP. You can find further information on the LSP here: http://www.ssc.govt.nz/leadership-success-profile.

Your health, safety and wellbeing
At the Ministry of Health we expect all of our Individual Contributors to:
- Help maintain a safe working environment within the Ministry 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.

**What you will bring to the role**

• Knowledge and understanding of the Treaty of Waitangi, and the desire to build on this

• Excellent relationship management skills – able to establish, build and maintain respectful, effective working relationships with all stakeholders to accomplish goals

• Proven ability to provide strong administrative support across complex programmes of work

• Excellent prioritisation skills and an ability to work under pressure in an ambiguous and dynamic environment

• Demonstrated ability to understand financial data and information

• Experience working in an environment that requires a high level of discretion and sensitivity

• Strong and effective communicator

• Understanding of the machinery of government.