



<b>Job Title:</b>	Kaiāwhina Matua   Executive Coordinator
<b>Group:</b>	Whaktutukitanga ā-Whakahaere   Organisational Capability and Performance
<b>Reports to:</b>	Pou Whakahaere   Manager, Workplace and Administration
<b>Location:</b>	Wellington
<b>Date:</b>	April 2021

## Our Role

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hāpori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The Public Service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community, and guided by the core principles and values of the Public Service in our work.

Te Kawa Mataaho Public Service Commission (the Commission) leads the public sector to make a positive difference for New Zealand and New Zealanders. Our agency, which houses the Office of the Public Service Commissioner, Head of Service, sets the course, role models what good looks like, and leads the system to deliver the results and services that matter to New Zealanders.

Our purpose is to lead the public sector while protecting and enhancing the standards of integrity and conduct that are at the heart of what we do. Working with us is about being part of a small agile team, with a big ambition. Our ambition means we enable our people to push the boundaries and strive for better, while encouraging our colleagues across other agencies to do the same.

We look for people who are talented in many ways and can influence and inspire those around them. We are after people who embody the spirit of service and can deliver for the communities we work so hard for. We offer exciting career opportunities to gain breadth of expertise through work that reaches across the sector.

**Our mission is: we lead the public sector in the service of our nation. We lead, we serve.**

## **Position Purpose**

The Organisational Capability and Performance (OCP) group enables the Commission to deliver and perform at its best. Organisational health, continuous improvement of the operating model and modelling best practice for the Public Service are important parts of the Commission being ahead of the game, fit for the future and enabled to lead and serve. This group provides a range of corporate services including people, information and technology, finance, planning and reporting, risk and assurance, workplace and administration.

The Executive Coordinator is to proactively support and deliver effective and efficient support to the Deputy Commissioner, Organisational Capability and Performance and the management team of the OCP group. The role provides workplace and administrative support to the Commission as well as build positive relationships and interact with both internal and external stakeholders.

# Position Scope

## Key Dimensions

<b>Financial:</b>	Nil	Delegation level =
<b>Human resources:</b>	Nil	Delegation level =

## Key Accountabilities

Key Result Areas	Key accountabilities/expectations
<p><b>Strategy</b></p> <p><i>Where are we going? And how do we get there?</i></p>	<ul style="list-style-type: none"> <li>▶ Develop knowledge and a strong understanding of the Commission’s role and responsibilities.</li> <li>▶ Support and contribute to the OCP manager meeting and other group planning meetings.</li> <li>▶ Work cooperatively across the OCP group to advance the group’s strategy and work programme.</li> <li>▶ Optimise organisational efficiency by maintaining effective work practices, keeping abreast of best practice methods, proactively identifying and addressing issues that may impact on the business and recommend appropriate solutions.</li> </ul>
<p><b>Delivery</b></p> <p><i>How will we turn what we know into what we do?</i></p>	<ul style="list-style-type: none"> <li>▶ Provide executive coordination services and support to the Deputy Commissioner and the management team of the OCP group, and other corporate service leaders as required.</li> <li>▶ Proactively identify and record important information, issues and requests coming into the team and ensure they are appropriately assigned.</li> <li>▶ Provide end to end management of front-of-house services including welcome point/reception, visitor management including senior stakeholders and contractors.</li> <li>▶ Coordinate meetings, forums, and events being hosted by the Manager/s. Providing agendas and papers that are accurately prepared, set up rooms, arrange connectivity and organise catering, equipment and venues.</li> <li>▶ Support financial management including coding invoices and preparing them for approval, monitoring expenditure against budget, providing accruals to the deputy commissioner and finance team.</li> <li>▶ Support quality assurance to ensure documents meet the Commission’s standards.</li> <li>▶ Coordinate travel and accommodation arrangements, vehicle and taxi hire for Managers. Collating, checking, coding and distributing all accounts/invoices associated with events, meetings and travel.</li> <li>▶ Provide cover for team administrators as required during absences.</li> <li>▶ Complete any other duties consistent with the position required from time to time by the Manager, Workplace and Administration and Deputy Commissioner, Organisational Capability and Performance.</li> </ul>

Key Result Areas	Key accountabilities/expectations
<p><b>System</b></p> <p><i>How do we together build for a better NZ?</i></p>	<ul style="list-style-type: none"> <li>▶ Promote the Public Service and the Te Kawa Mataaho as leader of the Public Service, ensuring that best practice is modelled for a Public Service agency.</li> <li>▶ Contribute to the development and implementation of strategic initiatives to meet the Commission's broader objectives.</li> <li>▶ Develop and maintain relationships formally and informally across the Commission, the Public Service and with stakeholders so as to advance the objectives of the Commission.</li> </ul>
<p><b>Talent</b></p> <p><i>How am I developing talent for the future?</i></p>	<ul style="list-style-type: none"> <li>▶ Assist the Deputy Commissioner, Organisational Capability and Performance to build a positive, high integrity team culture.</li> <li>▶ Contribute to the growth and development of corporate functions through your advice, support and feedback.</li> <li>▶ Live the Kawa.</li> </ul>

## Key Relationships

- ▶ Public Service Commission leaders and managers
- ▶ Deputy Commissioner, Organisational Capability and Performance
- ▶ Organisational Capability and Performance managers
- ▶ Organisational Capability and Performance group
- ▶ Other business support staff across the Commission, including EAs and coordinators
- ▶ Commission staff
- ▶ Other agencies as required.

## Experience, Qualifications, Skills and Knowledge

- ▶ A degree or equivalent work experience
- ▶ Ability to be flexible, honest, self motivated, excellent at prioritising and time management and able to help build a positive team culture
- ▶ Ability to learn and support the team to comply with organisational policies and information management requirements
- ▶ Experience as an Executive Assistant or Coordinator with experience in a senior support role
- ▶ Intermediate or advanced competence with Microsoft Office programmes and apps
- ▶ Experience with finance systems and/or the willingness and ability to quickly develop skills
- ▶ Excellent grammar and spelling, able to format documents to corporate guidelines and extract and summarise relevant information from various sources of information
- ▶ High level of interpersonal skills, demonstrated emotional intelligence, sound relationship building skills at all levels.
- ▶ Knowledge of te ao Maori, tikanga and kawa and/or be open to developing a sound understanding of the implications of Te Tiriti on today's society and public service.
- ▶ A commitment to supporting diversity and inclusion in the workplace
- ▶ Ability to meet the criteria required to hold a NZ Government security clearance at the level assigned for the position.

## Leadership Success Profile

The Leadership Success Profile (LSP) describes what effective leadership looks like across New Zealand's Public Service. The capabilities and outcomes required for this role are included in the Appendix. For more information please visit the [Leadership Success Profile](#) on our website.

## Health, Safety and Wellbeing

Te Kawa Mataaho is committed to providing a healthy and safe work environment and safe management practices for all employees. Employees are expected to share this commitment as outlined in the Health and Safety at Work Act by taking all practicable steps to ensure their safety at work and that no action or inaction, causes harm to others while at work.

## Changes to Position Description

Positions in the Commission may change over time as the organisation evolves and priorities change. Responsibilities for this position may change as the job evolves over time and the manager of this position may initiate such change as necessary.

**Manager's Name:** Shirley Hutchison

**Manager's Role:** Manager, Workplace and Administration

## Appendix: Leadership Success Profile (LSP)



LSP capability	Level	Typical capability description for this role
<b>Strategic Leadership: Navigating for the future</b>		
<b>Leading strategically</b> Think, plan, and act strategically; to engage others in the vision, and position teams, organisations, and sectors to meet customer and future needs.	1	<ul style="list-style-type: none"> <li>▶ Think strategically</li> <li>▶ Progress current thinking</li> <li>▶ Develop and implement strategy</li> <li>▶ Engage people in the vision</li> </ul>
<b>Leading with influence</b> Lead and communicate in a clear, persuasive, impactful, and inspiring way; to convince others to embrace change and take action.	1	<ul style="list-style-type: none"> <li>▶ Lead with purpose</li> <li>▶ Persuade and inspire others</li> <li>▶ Communicate clearly</li> <li>▶ Display leadership impact and gravitas</li> </ul>
<b>Engaging others</b> Connect with people; to build trust and become a leader that people want to work and for.		<ul style="list-style-type: none"> <li>▶ Connect with others</li> <li>▶ Listen</li> <li>▶ Read people and situations</li> <li>▶ Communicate tactfully</li> </ul>
<b>System Leadership: Stewardship</b>		
<b>Enhancing organisational performance</b> Drive innovation and continuous improvement; to sustainably strengthen long-term organisational performance and improve outcomes for customers.	1	<ul style="list-style-type: none"> <li>▶ Strengthen business performance</li> <li>▶ Ensure systems/processes support business goals</li> <li>▶ Foster continuous improvement</li> <li>▶ Lead innovation</li> </ul>
<b>Enhancing system performance</b> Work collectively across boundaries; to deliver sustainable and long-term improvements to system and customer outcomes.	1	<ul style="list-style-type: none"> <li>▶ Build strong internal relationships and contribute to your management team as a peer (organisational leadership)</li> <li>▶ Build external relationships and networks (sector leadership)</li> </ul>
<b>Leading at the political interface</b> Bridge the interface between Government and the Public Sector; to engage political representatives and shape and implement the Government's policy priorities.	1	<ul style="list-style-type: none"> <li>▶ Work effectively with political representatives</li> <li>▶ Inform or influence political representatives</li> <li>▶ Navigate political issues</li> </ul>
<b>Talent Management: Identifying and developing our talent</b>		
<b>Enhancing people performance</b> Manage people performance and bring out the best in managers and staff; to deliver high quality results for customers.	1	<ul style="list-style-type: none"> <li>▶ Set clear expectations</li> <li>▶ Support and reinforce high performance</li> <li>▶ Manage staff performance</li> </ul>
<b>Developing talent</b> Coach and develop diverse talent; to build the people capability required to deliver outcomes.	1	<ul style="list-style-type: none"> <li>▶ Coach and mentor people</li> <li>▶ Develop individual capability</li> <li>▶ Develop collective capability</li> </ul>
<b>Enhancing team performance</b> Build cohesive and high performing teams; to deliver collective results that are more than the sum of individual efforts.	1	<ul style="list-style-type: none"> <li>▶ Set clear team objectives and expectations</li> <li>▶ Monitor team cohesion and performance</li> <li>▶ Strengthen team cohesion and performance</li> </ul>
<b>Delivery Management: Making it happen – with and through others</b>		
<b>Achieving ambitious goals</b> Demonstrate achievement drive, ambition, optimism and delivery focus; to make things happen and achieve ambitious outcomes.		<ul style="list-style-type: none"> <li>▶ Committed and tenacious</li> <li>▶ Set and achieve challenging goals</li> </ul>
<b>Managing work priorities</b> Plan, prioritise, and organise work; to deliver on short and long-term objectives across the breadth of their role.	1	<ul style="list-style-type: none"> <li>▶ Planned and organised</li> <li>▶ Purposeful about where you invest your time</li> </ul>
<b>Achieving through others</b> Effectively delegate and maintain oversight of work responsibilities; to leverage the capability of direct reports and staff to deliver outcomes for customers.	1	<ul style="list-style-type: none"> <li>▶ Delegate effectively to staff</li> <li>▶ Maintain oversight of your work area</li> </ul>
<b>Leadership Character: Tuturu te whakahaere</b>		
<b>Curious</b> Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.		<ul style="list-style-type: none"> <li>▶ Think analytically and critically</li> <li>▶ Display curiosity</li> <li>▶ Mitigate analytical and decision-making biases</li> </ul>
<b>Honest and courageous</b> Deliver the hard messages, and makes unpopular decisions in a timely manner; to advance the longer-term best interests of customers and New Zealand.		<ul style="list-style-type: none"> <li>▶ Show courage</li> <li>▶ Show decisiveness</li> <li>▶ Lead with integrity</li> </ul>
<b>Resilient</b> Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.		<ul style="list-style-type: none"> <li>▶ Display resilience</li> <li>▶ Demonstrate composure</li> </ul>
<b>Self-aware and agile</b> Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people.		<ul style="list-style-type: none"> <li>▶ Encourage feedback on own performance</li> <li>▶ Can self-assess</li> <li>▶ Adapt approach</li> <li>▶ Show commitment to development</li> </ul>