



Ngākau aroha Have heart

Kotahitanga Better together

Kia māia Be brave

Mahia Nail it

## Position Description

---

<b>Title:</b>	Executive Assistant
<b>Group:</b>	Te Aukaha/Digital
<b>Reports to:</b>	Executive Advisor – Digital
<b>Band:</b>	14
<b>Date:</b>	November 2022

---

### Context

---

**Our purpose** *Waka Kotahi. Moving. Together*  
A land transport system connecting people, products and places for the thriving Aotearoa.

---

**Group and team purpose** Te Aukaha | Digital strengthens Waka Kotahi through supporting our people and delivering future-focussed solutions. We enable digital change and provide quality data, information and security services.

---

**Position purpose** The purpose of this Executive Assistant role is to provide professional and accurate executive level support to the Chief Digital Officer by ensuring the smooth running of their office in a timely confidential manner.

---

### Key relationships

Internal:

- Chief Executive, General Managers, Directors and direct reports
- Other Executive Assistants and administrative staff
- People group
- All other business groups

External:

- Government agencies
  - Central government transport sector agencies
  - Stakeholders
  - Customers
- 

**Dimensions** **Location:** Auckland

---

---

## What the position involves

---

### Accountabilities

As well as being accountable for the Waka Kotahi values and behaviours, your role has the following specific key accountabilities:

- Arrange and coordinate CDO's complex work programme
- Coordinate busy diaries and anticipate and resolve challenges quickly and effectively
- Liaise and communicate with a range of key stakeholders and customer, many of them at an executive level, on a range of issues and requirements
- Actively manage a busy inbox by recognising critical issues, prioritising and responding in a timely manner
- Anticipate needs and respond with appropriate solutions and timely prioritisation
- Ensure key correspondence complies with Waka Kotahi specifications and relevant legislation, ensure accuracy and maintain timeliness of delivery
- Provide efficient and timely administrative services including production of high-level documentation, presentations and sourcing of data
- Organise travel, accommodation and other commitments where required
- Ensure effective flow of information, vertically and horizontally within the Group and across the organisation
- Work across business groups to achieve goals and objectives of the Agency
- Develop an understanding and knowledge base of CDO's business and role to enable provision of effective support and anticipation of needs and requirements
- Mentor and support others with technical advice where needed
- Budget support for month end financials including expenses, accruals and reconciliations

There is an expectation that the role accountabilities may evolve over time. You may also be involved in other activities as part of a career and development plan. These will be reflected in your performance and development goals that are set in discussion with your People Leader.

---

### Working effectively with Māori

Te Ara Kotahi – our Māori Strategy – supports Waka Kotahi to work effectively with Māori and is underpinned by uara (values) and our mātaḥono (principles) of – Rangatiratanga, Manaakitanga, Kaitiakitanga, Whanaungatanga, Te Tiriti o Waitangi, Mana o te Reo, Huna Kore (no surprises approach), Auahatanga (creativity and innovation), Whakapono (integrity and honesty) and in recognition of Cultural Values.

As Waka Kotahi is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies.

We accept our privileged role and responsibility to the partnership of the Treaty of Waitangi / Te Tiriti o Waitangi.

---

### Values and Behaviours

Our values and behaviours underpin everything we do and form the core behavioural expectations for your role.

**NGĀKAU AROHA** Have heart means we have the wellbeing of our people, community and planet at the heart of everything we do. As Waka Kotahi we:

- Contribute to a safe and sustainable work environment.
- Show respect for all people.

- 
- Treat others how we would like to be treated.
  - Are inclusive and connected
  - Look out for each other

**KOTAHITANGA** *Better together* means we achieve great things when we work together to build trusted relationships inside and outside of Waka Kotahi. As Waka Kotahi we:

- Build better relationships
- Join up our thinking and our doing
- Remove barriers to collaboration
- Seek and listen to others to learn and grow
- Invite conversation and feedback and always improve

**KIA MĀIA** *Be brave* means our outcomes are better when we bring courage and self-belief to our passion and purpose. As Waka Kotahi we:

- Speak up when it matters
- Challenge to achieve the right outcome
- Make and own the tough decisions
- Find different perspectives to challenge thinking
- Face up to the difficult issues

**MAHIA** *Nail it* means we create enduring legacy, delivering our best work every day. As Waka Kotahi we:

- Are clear on what's important
- Deliver on the right outcomes
- Hold ourselves to account
- Help others succeed
- Celebrate success

As a member of the state sector we also hold ourselves to the highest standards of integrity and conduct.

### **SPIRIT OF SERVICE**

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

More information on all the behaviours and standards are included in the Waka Kotahi Te Tikanga Whanonga – Our Code of Conduct.

---

## The value you will bring

---

### Knowledge and experience:

- Significant experience and proven track record in a Director or GM support role
- Advanced skills in Microsoft packages
- Advanced organization and time management skills
- Excellent communication skills both oral and written
- Ability to build and maintain relations at all levels of the organisational and with key stakeholders, internally and externally
- Ability to liaise with senior executives and stakeholders across a variety of organisations, tailor communication styles and act with tact and diplomacy
- Excellent problem-solving skills and the ability to use initiative, rigorous logic and methods to solve difficult problems
- Ability to make good judgements and quick decisions

### Qualifications:

- A relevant qualification may be useful but not essential
- Comparable and relevant experience

You will demonstrate knowledge of, or a willingness to gain an understanding of Te Ao Māori and promote tikanga and Te Reo Māori. You will also have knowledge of, or a willingness to gain an appreciation of te Tiriti o Waitangi (the Treaty of Waitangi) as it applies in the public sector.

---

To learn more about what we do visit [www.nzta.govt.nz](http://www.nzta.govt.nz)