



New Zealand
Security Intelligence
Service
Te Pā Whakamarumarū

POSITION DESCRIPTION

Executive Assistant Protective Security

Unit/Branch, Directorate: Protective Security Directorate

Location: Wellington

Salary range: F \$58,500 - \$87,750

Purpose of position:

The Executive Assistant to the Director of Protective Security is to provide high quality executive and administrative support to the Director and the Group and Unit Managers. The position encompasses the following major functions or objectives;

- Executive Support
 - Administrative support
 - Diary management and correspondence
 - Communications
 - Relationship management
 - Wellbeing, Health and Safety
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Our mission at the NZSIS is to keep New Zealand and New Zealanders safe and secure

Our values are Collaborative, Courageous, Positive, Driven and Self-aware

The Protective Security (PS) Directorate delivers a full range of protective security functions to the New Zealand Intelligence Community (NZIC) and for New Zealand. The PS Directorate leads the implementation of the Protective Security Requirements (PSR) programme, which aims to substantially improve the security culture of the public service and, potentially, the private sector. The PS Directorate is also responsible for protecting the integrity of the public service and NZIC through effective security clearance management, vetting services and counter intelligence.

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New Zealand Intelligence Community
Te Rōpū Pārongo Tārehu o Aotearoa
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Key accountabilities	Deliverables/Outcomes
Executive Support	<p>The following tasks are undertaken effectively</p> <ul style="list-style-type: none"> • Provide full secretarial services, photocopying and any other document processing duties. • Work closely with the Director-General's and other Director's EA's to provide cover in times of absence and assistance with peak workflows. • Receive and escort visitors, taking messages, answering and/or redirecting queries. • Anticipate information and organisational needs. • Exercise discretion and initiative in working with other teams and managers.
Diary Management / Correspondence	<p>The following tasks are undertaken effectively:</p> <ul style="list-style-type: none"> • Screen all inward communications (email, telephone calls, mail and visitors) – identify and act on issues quickly. • Effectively manage and coordinate the schedule, resolving meeting conflicts and prioritising issues in a timely manner. • Processing correspondence (written and electronic) by acknowledging letters, preparing draft letters for consideration. • Continually explore ways to enhance own and DS's way of working. • Coordinating functions, meetings and workshops with DS's colleagues, customers and external business clients and assemble appropriate material. • Manage day-to-day activities and conflicting demands. • Liaise with senior executives internally and externally providing a professional service.
Administrative Support	<p>The following tasks are undertaken effectively:</p> <ul style="list-style-type: none"> • Provide administrative support in a timely and accurate manner. • Establish and maintain electronic and paper filing systems and procedures, and develop new systems as required. • Manage confidential documents, files and correspondence. • Prioritise, effectively deliver and satisfy the business needs and stakeholders' objectives. • Develop and maintain electronic and paper information and key contact databases, and make this information available as required. • Prepare and process documentation on behalf of DS, e.g. travel expense claims, stationery orders, briefing papers, etc. • Monitor and report on project milestones and

Key accountabilities	Deliverables/Outcomes
	budgets as required. <ul style="list-style-type: none"> • Co-ordinate information from sources to ensure that consistent outcomes are achieved and aligned with NZSIS objectives. • Code invoices and expenses accurately for review and signature. • Arrange meetings/teleconferences/VTC: scheduling meetings, booking rooms/call-in numbers, arranging meeting facilities, sending confirmations, preparing and distributing meeting materials. • Record minutes of meetings and follow up action points as required. • Make travel arrangements. • Organise functions and handle administrative aspects of seminars and conferences (such as room bookings, catering requirements) in conjunction with others as required.
Relationship Management	The following tasks are undertaken effectively: <ul style="list-style-type: none"> • Build highly effective relationships, developed to ensure business objectives are delivered. • Support development of an organisational culture that reflects NZSIS values. • Liaise with relevant stakeholders to identify and fulfil needs.
Communications	The following tasks are undertaken effectively: <ul style="list-style-type: none"> • Ensure relevant information regarding the content, changes or presentation of documentation is provided to DS. • Establish, monitor and maintain effective networks to enhance service to DS.
Health and safety (for self) <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm • Report all incidents and hazards promptly • Know what to do in the event of an emergency • Cooperate in implementing return to work plans • Be a visible role model at all times • Follow NZSIS's safety rules and procedures 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work. • All requirements in the NZIC Health and Safety policy and procedures are met.
Other duties	Any other duties that fall within the scope of the position

Position delegation**Financial delegation:**

None

Key stakeholders**Internal:**

- NZSIS Executive Assistants
- GCSB Executive Assistants
- NZIC personnel
- Security Services Group
- Security Vetting Unit
- PSR Team
- ICSS - People & Capability/Finance/Facilities

External:

- Wider New Zealand Intelligence Community
- Other New Zealand government agencies
- External providers of psychology services
- International intelligence partners
- Executive Assistants (or counterparts) in the wider intelligence community
- Partner agencies

Person Specification

<p>Experience:</p>	<ul style="list-style-type: none"> • Proven business administration/support experience • Experience operation in a confidential and secure environment with access to sensitive information • Self-motivated with excellent planning and organisational skills; and the ability to prioritise tasks to meet deadlines and effectively manage changing priorities • Well developed inter-personal skills with the ability to engage with a divers range of people at all levels
<p>Knowledge and Skills:</p>	<ul style="list-style-type: none"> • Significant EA experience working to a senior level executive • A high degree of proficiency with Outlook and MS Office applications; ability to quickly create clear and attractive presentations • Strong organisational skills to complete projects by time-sensitive deadlines • Exceptionally strong writing and editing skills • Minute taking and agenda preparation experience • Excellent communications skills to interface daily with a diverse range of contacts • Demonstrated ability to follow through to stay on top of and anticipate priorities • Experience in operating in a confidential and secure environment with access to sensitive information. • Public Sector experience • Knowledge of machinery of Government, planning and reporting cycles, etc.
<p>Qualifications and Courses:</p>	<p>Essential</p> <ul style="list-style-type: none"> • 4 – 5years secondary schooling and a further full time course of study for 2 – 3 years in a relevant field (e.g. NZ Diploma of Business Studies) or equivalent experience <p>Desirable</p> <ul style="list-style-type: none"> • Degree in business or commerce
<p>Specific Job Requirements:</p>	<ul style="list-style-type: none"> • Self motivating, innovative, excellent judgement. • High degree of confidentiality and professionalism. • An ability to handle multiple projects and work well under pressure. • Enthusiasm and drive; ability to deliver good results • Strong customer focus. • A high degree of integrity and personal responsibility. • Awareness of and sensitivity to diversity and gender issues. • An ability to cope with a dynamic and demanding work environment. • An ability to work independently and is confident to

	<p>make decisions.</p> <ul style="list-style-type: none"> • An ability to understand the organisation’s structure, policies and business strategies, and make decisions based on that understanding. • Demonstrated high levels of integrity and ability to obtain and maintain a TSS security clearance.
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Changes to Position Description

Positions in the NZSIS may change over time as the organisation develops. Therefore we are committed to maintaining a flexible organisation structure that best enables us to meet changing market and customer needs. Responsibilities for this position may change over time as the job evolves. This Position Description may be reviewed as part of planning for the annual performance cycle.

Date PD reviewed: 19/11/2018

Signatures		
Manager’s Name		
Signature		Date:
Employee’s Name		
Signature		Date: