



New Zealand Intelligence Community

Te Rōpū Pārongo Tārehu o Aotearoa

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Position Description

Legal Executive Assistant

Business unit:	GCSB Legal Team
Position purpose:	The Legal Team Administrator exists to provide high quality executive and administrative support to the Chief Legal Adviser and the Legal Team.
Directorate overview:	The Office of the Director supports the Director to lead the Department in its achievement of operational and strategic goals.
Business unit overview:	The Legal Team provides high quality legal advice to support the operational and administrative activities of the GCSB, and sound decision making by Ministers, the Director and managers.
Remuneration indicator:	Band F

GCSB mission and values

Our mission

Protecting and Enhancing New Zealand's Security and Wellbeing.

Our values

Respect, Commitment, Integrity, Courage.

Functional relationships

External contacts:	Internal contacts:
Executive Assistant's (or counterparts) in the public sector and wider Intelligence Community	Chief Legal Adviser (CLA) and Legal Team
Partner agencies	Managers and staff in NZSIS and GCSB
Service providers to the Legal Team	NZSIS and GCSB Executive Assistants

Objectives

The position of Legal Team Administrator encompasses the following major functions or objectives:

- Executive support
- Diary management and correspondence
- Administrative support
- Research and business analysis
- Communications
- Relationship management

The requirements in the above objectives are broadly identified below:

Jobholder is accountable for:	Jobholder is successful when:
1. Executive support	The following tasks are undertaken effectively: <ul style="list-style-type: none">■ Anticipate information and organisational needs of the CLA.

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- Liaise with relevant people and teams to ensure information is provided to CLA within required timeframes to ensure deliverables are met and in support of meetings either attended or led by CLA.
 - Work closely with the CLA in meeting the Legal Team's objectives.
 - Exercise discretion and initiative in working with other teams and managers.
 - Receive and escort visitors, taking messages, answering and/or redirecting queries.
 - Provide full secretarial services to CLA.
 - Work with the Director's and Deputy Directors' EA's to provide cover in times of absence and assistance with peak workflows.
 - Provide secretarial services to other Legal Team members, as agreed with CLA.

2. Diary Management/Correspondence

The following tasks are undertaken effectively:

- Screen all inward communications regularly (telephone calls, email and visitors) to the CLA – identify and act on issues quickly.
 - Effectively manage and coordinate the CLA's schedule, resolving meeting conflicts and prioritising issues in a timely manner.
 - Processing CLA's correspondence (written and electronic) by acknowledging letters and preparing draft letters for consideration.
 - Continually exploring ways to enhance own, and CLA's way of working.
 - Coordinating travel, functions, meetings and workshops with Legal Team members, customers and external business clients and assemble appropriate material.
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- Manage day-to-day activities and conflicting demands.
 - Liaise with senior executives internally and externally providing a professional service.

3. Administrative Support

The following tasks are undertaken effectively:

- Provide administrative support in a timely and accurate manner.
 - Establish and maintain electronic and paper filing systems and procedures (including for legal pleadings where relevant), 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.
 - Maintain Legal Team workflow lists and legal advice registers.
 - Establish and maintain contract, MOU and warrant registers.
 - Prepare and process documentation on behalf of CLA and Legal Team e.g. travel expense claims, stationery orders, briefing papers etc.
 - Monitor and report on project milestones and budgets as required.
 - Coordinate information from sources to ensure that consistent outcomes are achieved and aligned with NZIC
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objectives.

- Assist with the day to day management the Legal Team budget. Code invoices accurately for review and online approval, liaise with the Finance team in relation to variances and monthly reconciliation.
- 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 for CLA and the Legal Team.
- Organise functions and handle administrative aspects of seminars and conferences (such as room bookings, catering requirements) in conjunction with others as required.
- Assist CLA in the preparation of monthly legal reporting and accountability documentation.

4. Research and business analysis

The following tasks are undertaken effectively:

- Undertake research and prepare draft communications, presentations and reports for the Legal Team as and when required.
- Utilise relevant and external research findings to assist CLA in making informed decisions, including about suitable resources for the Legal Team.

5. Relationship management

The following tasks are undertaken effectively:

- Build highly effective relationships, developed to ensure business objectives are delivered and internal and external customers of the Legal Team are able to access the Legal Team as required.
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	<ul style="list-style-type: none"> ■ Support development of an organisational culture that reflects GCSB's values. ■ Liaise with relevant stakeholders to identify and fulfil needs.
6. Communications	<p>The following tasks are undertaken effectively:</p> <ul style="list-style-type: none"> ■ Ensure relevant information regarding the content, changes or presentation of documentation is provided to CLA. ■ Establish, monitor and maintain effective networks to enhance service to CLA.

Precise performance measures for this position will be developed in discussion between the jobholder and manager as part of the performance development and review process. It is also expected that you will undertake other duties that can be reasonably be regarded as relevant to the position, your experience and capability.

Person specification

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what expertise the current jobholder has.) This may be a combination of knowledge, experience, key skills, attributes, job specific competencies, qualifications or equivalent level of learning.

Qualifications

Essential:	Desirable:
<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 (eg, NZ Diploma of Business Studies, Legal Executive or equivalent experience) 	

Knowledge/experience

Essential:	Desirable:
<ul style="list-style-type: none"> ■ EA experience working to a senior management executive ■ A high degree of proficiency with Outlook and MS Office applications; ability to quickly create clear and attractive presentations 	<ul style="list-style-type: none"> ■ Public sector experience ■ Knowledge of machinery of Government, planning and reporting cycles, etc. ■ Experience working in a legal team, or law firm.

- Strong organisational skills to complete projects by time-sensitive deadlines, and to handle multiple priorities and demands
 - 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.
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Personal attributes

- Self-motivated, 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 confidence to make decisions.
- 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.

Changes to position description

Positions in the GCSB 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. Such change may be initiated as necessary by the manager of this position. This position description may be reviewed as part of planning for the annual performance cycle.

Health and safety

GCSB is committed to providing a healthy and safe work environment and management practices for all employees. Employees are expected to share this commitment as outlined in current Health and Safety legislation by taking all practicable steps to ensure:

- a. The employee's safety while at work; and
- b. That no action or inaction of the employee while at work causes harm to any other person.

Knowledge management

Employees are responsible for ensuring that all business records created are accessible and stored in the correct manner according to GCSB record keeping policy, standards, and procedures.

Employee: _____

Date: _____

Manager: _____

Date: _____
