

JOB DESCRIPTION



Te Kawa Mataaho
Public Service Commission



Job Title:	Team Administrator
Group:	Organisational Capability and Performance
Reports to:	Chief Digital Officer
Location:	Wellington
Date:	March 2023

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 orange 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 Head of the Public 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 State services 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.

Position Purpose

The Digital Platform project will develop a Digital Platform to replace and expand Talent Exchange (SAP Success Factors) and LDC CRM. The project began with Phase 1 from December 2022 through to June 2023, subsequent phases are being planned to expand the use of the platform.

The project has engaged a vendor to do most of the development work, with an internal project team managing the delivery of the project. There are big plans for the Digital Platform and the ways that it can fundamentally transform the way that Te Kawa Mataaho delivers support to the wider public service.

The project consists of a business team and technical team alongside a Steering Group. The Team Administrator would sit within the technical team providing day to day support to the Chief Digital Officer and Deputy Chief Digital Officer.

Position Scope

Key Dimensions

Financial:	Nil	Delegation level =Nil
Human resources:	Direct reports = Nil	Delegation level =Nil

Key Accountabilities

Key Result Areas	Key accountabilities/expectations
Strategy <i>Where are we going? And how do we get there?</i>	<ul style="list-style-type: none"> ▶ Provide administrative assistance across the team including: <ul style="list-style-type: none"> ○ Filing and eFiling ○ Staff administration processes ○ Spreadsheet updates ○ Records management ○ Support for facilities and stationary needs ▶ Exercise sound judgement to determine issues of relevance, importance and priority for the project team ▶ Maintain confidentiality of information, whether related to individual team members, negotiations, or work programme ▶ Maintain confidentiality of information, whether related to individual team members, negotiations, or work programme ▶ Continuously improve administrative systems ▶ Adhere to health and safety policy
Delivery <i>How will we turn what we know into what we do?</i>	<ul style="list-style-type: none"> ▶ Provide support for the team's work to ensure that draft and final copies of documents are provided in a timely fashion and to a high quality (insofar as style setting and proofing of documentation) ▶ QA presentations, reports and briefings, minutes, contracts, and other documents and deliverables as required. Ensure appropriate peer review has been undertaken ▶ Provide quality assurance and guidance to the team to ensure adherence to organisational policy and processes for written documentation.
System <i>How do we together build for a better NZ?</i>	<ul style="list-style-type: none"> ▶ Manage invitations, RSVPs and queries ▶ Assist with meeting, forum and workshop organisation and preparation, including meeting room set-up, coordinating document distribution and taking minutes if requested ▶ Assist with the management of key meetings such as interviews and joint working group meetings ▶ Coordinate team meetings and activities
Talent <i>How am I developing talent for the future?</i>	<ul style="list-style-type: none"> ▶ Create an atmosphere of trust within the project team allowing information to be shared in a safe environment.

Key Relationships

Deputy Chief Digital Officer

- ▶ Project team and Key internal stakeholders

Experience, Qualifications, Skills and Knowledge

- ▶ Experience in taking responsibility for a wide range of tasks and contributing to maintaining relationships with a wide range of stakeholders
- ▶ Administration skills is an advantage
- ▶ Knowledge and within the Government Sector (an advantage)
- ▶ Excellent knowledge of information systems. Proficient in Microsoft Word, PowerPoint, Excel, and SharePoint. Ability to format documentation professionally
- ▶ Skills in information management
- ▶ Demonstrated ability to problem solve, work under pressure and prioritise competing demands
- ▶ Motivated, proactive and a real team player
- ▶ Proven relationship management skills
- ▶ Adaptable and comfortable working with change
- ▶ Excellent English communication skills, both written and verbal
- ▶ 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.

Appendix: Leadership Success Profile (LSP)



LSP capability	Level	Typical capability description for this role
Strategic Leadership: Navigating for the future		
Leading strategically 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"> ▶ Think strategically ▶ Progress current thinking ▶ Develop and implement strategy ▶ Engage people in the vision
Leading with influence 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"> ▶ Lead with purpose ▶ Persuade and inspire others ▶ Communicate clearly ▶ Display leadership impact and gravitas
Engaging others Connect with people; to build trust and become a leader that people want to work and for.		<ul style="list-style-type: none"> ▶ Connect with others ▶ Listen ▶ Read people and situations ▶ Communicate tactfully
System Leadership: Stewardship		
Enhancing organisational performance Drive innovation and continuous improvement; to sustainably strengthen long-term organisational performance and improve outcomes for customers.	1	<ul style="list-style-type: none"> ▶ Strengthen business performance ▶ Ensure systems/processes support business goals ▶ Foster continuous improvement ▶ Lead innovation
Enhancing system performance Work collectively across boundaries; to deliver sustainable and long-term improvements to system and customer outcomes.	1	<ul style="list-style-type: none"> ▶ Build strong internal relationships and contribute to your management team as a peer (organisational leadership) ▶ Build external relationships and networks (sector leadership)
Leading at the political interface 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"> ▶ Work effectively with political representatives ▶ Inform or influence political representatives ▶ Navigate political issues
Talent Management: Identifying and developing our talent		
Enhancing people performance 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"> ▶ Set clear expectations ▶ Support and reinforce high performance ▶ Manage staff performance
Developing talent Coach and develop diverse talent; to build the people capability required to deliver outcomes.	1	<ul style="list-style-type: none"> ▶ Coach and mentor people ▶ Develop individual capability ▶ Develop collective capability
Enhancing team performance 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"> ▶ Set clear team objectives and expectations ▶ Monitor team cohesion and performance ▶ Strengthen team cohesion and performance
Delivery Management: Making it happen – with and through others		
Achieving ambitious goals Demonstrate achievement drive, ambition, optimism and delivery focus; to make things happen and achieve ambitious outcomes.		<ul style="list-style-type: none"> ▶ Committed and tenacious ▶ Set and achieve challenging goals
Managing work priorities 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"> ▶ Planned and organised ▶ Purposeful about where you invest your time
Achieving through others 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"> ▶ Delegate effectively to staff ▶ Maintain oversight of your work area
Leadership Character: Tūturū te whakahaere		
Curious 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"> ▶ Think analytically and critically ▶ Display curiosity ▶ Mitigate analytical and decision-making biases
Honest and courageous 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"> ▶ Show courage ▶ Show decisiveness ▶ Lead with integrity
Resilient 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"> ▶ Display resilience ▶ Demonstrate composure
Self-aware and agile 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"> ▶ Encourage feedback on own performance ▶ Can self-assess ▶ Adapt approach ▶ Show commitment to development