Executive Assistant to District Commander

Position Details

Reports to: District Commander

Location: Generic Location

District/Service Centre: District

Shift work/non shift work: non-shift work

Group: Districts

Remuneration range: Band D

PHPF Level Purpose: Individual Contributor

Employee Type: Police Employee

Direct reports: Some positions may have staff

Delegated financial authority: Nil

Context

New Zealand Police is the lead agency responsible for reducing crime and enhancing community safety. We work in partnership with individuals, communities, businesses and other public sector agencies to achieve our vision to have the trust and confidence of all.

Purpose

The purpose of the Districts is to deliver Our Business.

To support the delivery of these outcomes the Executive Assistant to District Commander will provide secretarial and personal assistant services to the District Commander.

The purpose of leadership in this role is to deliver (or enable others to deliver) Our Business.

Accountabilities

1. Be safe and feel safe

- Understand the hazards in your work area and eliminate or minimise the associated risk.
- Report all accidents, incidents and near misses in MyPolice in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training

2. Service Delivery

District Management Support

- Provides secretarial and personal assistant services to the District Commander
- Completing all shorthand/word-processing/dictaphone and typing requirements, plus composing replies to routine correspondence invitations and special events
- Prepares PowerPoint and other presentations as required
- Receiving and screening all visitors and telephone calls
- Sending and receiving faxes

- Photocopying and dispatching documents
- Dealing with incoming mail and using discretion to redistribute to Area and District Commanders to action
- Replying to routine correspondence as appropriate
- Arranging appointments and obtaining information on behalf of the District Commander
- Arranging meetings – time, date, agenda, paper distribution and taking minutes
- Maintaining District Commanders Diary
- Maintaining District Commanders filing system – complaints and bring up system
- Arranging air travel and hotel bookings as necessary
- Sending condolence messages and flowers etc
- Organising and hosting corporate functions for District Commander
- Completing other administrative duties as required
- Receive all Parliamentary, OI Act, Ministerial and infor mation requests, collate area responses and prepare replies as appropriate for District Commander's signature
- Ensure receipt of Area monthly reports and prepare district PEC report for District Commanders signature
- Prepare Excel documentation for research, analysis and presentation purposes
- Provide secretarial support to projects as required
- Maintain PCA schedule, PCA Files and Speed Camera offences
- Compile weekly newsletter for district
- Presenting written material including reports and correspondence as required

General Administration

- Keeping addresses, telephone, fax numbers and records up to date
- Recording, updating and retrieving information
- Communicating information verbally to colleagues and staff
- Maintaining electronic diaries for cars, conference rooms, training rooms
- Maintaining and purchasing corporate presentation articles and executive function supplies
- Monitoring and preparing executive travel, credit card, telephone expenses and claims
- Maintaining executive entertainment's funds
- Comply with OSH workplace policies and standards
- Contributing to the identification of OSH issues within the workplace and ensuring they are dealt with appropriately

3. Team Management

- Ensures EEO and OSH policy requirements are met, including workstation assessments.
- Plans, coordinates, develops and monitors work of the team.
- Coordinates after hours services as required.
- Ensures routine activities/services are completed in a timely, efficient and professional manner
- Monitoring and resetting unit directions, procedures and standards
- Ensuring the development of competent and motivated staff
- Ensuring the availability of section information and resources

4. Customer Service

- Maintains liaison and communications with persons and organisations impacting upon their position
- Assisting in meeting the office focus on the proper handling and response to requests
- Ensuring that all service requests and complaints are met with a professional, customer-friendly and timely manner
- Participating in problem identification including symptoms, causes and effects
- Using discretion in an appropriate manner in dealing with problems
- Showing flexibility in approaches to different situations when it is apparent that a method or approach is inappropriate
- Ensures accurate and timely oral communication
- Responds to all client inquiries/requests for service, in a professional customer-friendly and timely manner
- Ensures all communication is in compliance with standards set for the district

5. Team Work

- Works effectively as a member of a team
- Contributes in a positive manner to the setting of goals/standards for the office
- Uses interpersonal skills effectively in a group and individual situations

6. Relationship management

- Maintains liaison and communication with persons and organisations impacting upon their position
- All staff in District Headquarters, Area Managers, O/C Station. Police National Headquarters, other District Commanders
- Media, public bodies and corporations and members of the public

Additional Requirements

For selection purposes, candidate suitability will be considered in relation to:

1. potential to perform well in the position, given a reasonable period of time for familiarisation and/or training.
2. personal attributes and temperament relevant to the position.
3. general health which will allow for the performance of all duties and functions of the position (for constabulary employees a current PCT is an indicator of general health).

Pre-Employment Checks

- No Children's Worker security Check is required