Management Assistant & Coordinator

Position Details

Reports to: National Manager or as directed

Executive Group: Generic

Workgroup: Generic

Location: Generic

Role Level: Individual Contributor/Emerging Leader

Employee Type: Employee

Shift Work/Non-Shift Work: Non-shift work

Remuneration Range: Band D

Delegated Financial Authority: N/A

Direct Reports: N/A

Working at Police (who we are)

New Zealand Police delivers services that ensure people can be safe and feel safe in their homes, on our roads and in their communities. Police operate 24 hours a day in a complex environment actively targeting and preventing crime and harm. With around 16,000 staff, we work from urban and rural stations and larger policing hubs.

We operate on land, sea and in the air, and respond to more than 1.2 million events per year – answering more than 992,000 111 calls and over 650,000 non-emergency calls.

We're working towards specific goals and targets that highlight our intent to work collaboratively with iwi and communities, other government sectors and business partners to deliver our business and achieve long-term change.

Values:

Our Values provide a guide to the way New Zealand Police work, operate, and make decisions, and reflect what is important to us and the communities we serve.

Professionalism	Taking pride in representing New Zealand Police and making a difference in the communities we serve
Respect	Treating everyone with dignity, upholding their individual rights and honouring their freedoms
Integrity	Being honest and upholding excellent ethical standards
Commitment to Māori and The Treaty	Acting in good faith of, and respecting the principles of Te Tiriti O Waitangi – partnership, protection, and participation
Empathy	Seeking understanding of, and considering the experience and perspective of those New Zealand Police serve
Valuing Diversity	Recognising the value different perspectives and experiences bring to making us better at what we do

Position Overview (where you'll be working)

The purpose of this role is to enable and deliver our business through coordinated national services.

To support the delivery of these outcomes the Management Assistant & Coordinator will contribute to the overall performance of the Group by providing professional executive assistance and support with the day to day running of the Group office(s).

The position will ensure the delivery of our business by enabling the National Manager to carry out their strategic objectives successfully and efficiently. It will achieve this by providing high-quality assistance, administration, and secretarial support and contribute to the efficient coordination and management of the activities within the office.

The position serves as a first point of contact for the National Manager and will contribute to high trust and confidence in the Group. It will also support the National Manager and the wider Group to perform their functions by providing overflow support and back up during absences.

Responsibilities (what you'll be doing)

The **Management Assistant & Coordinator** will:

1. **Project Management**
   - Develops, implements and monitors specific projects as required.
   - Facilitates, coordinates and manages special projects and related matters as required by the National Manager and other Group management staff.
   - Prepares Excel documentation for research, analysis and presentation purposes.
   - Prepares PowerPoint and other presentations as required.
   - Coordinates and facilitates functions, national and international travel and accommodation requirements and expense claims.
   - Supports coordination of conferences and events
   - Coordination of the mangers weekly staff report and other ad hoc reports.

2. **Management Assistance**
   - Builds excellent working relationships with the group and exercises sound judgement in identifying issues of relevance, importance and necessity.
   - Ensures that the Group Management Team has all of the relevant material required to achieve their objectives (briefings, meeting papers etc.)
   - Manages the day to day office systems including diary management, meeting management co-ordination, correspondence, follow-ups and actions.
   - Coordinates and organises travel, ensuring that all logistics (ground travel, flights, accommodation, briefing packs etc.) are managed and finalised in advanced to enable seamless travel.
   - Possesses integrity and loyalty, maintains confidentiality and discretion when executing the National Manager's instructions and in managing information held by the Group.
   - Continues to build knowledge and the Police and its policies, practices and procedures.

3. **Relationship Management**
   - Establishes, builds and maintains excellent relationship across the wider business.
   - Works closely within the Group and across other key groups to ensure the effective operation of the office.
   - Demonstrates a high level of client focus and customer service to the Group and their partners.
   - Accurately reflects the requirements of the Group when communicating with relevant staff and stakeholders.
   - Establishes and maintains excellent relationships with Group Management staff and points of contact with the Group's key partners including other Police workgroups, public sector agencies and private sector partners. Attends regular Group Team Meetings and works collaboratively with the team to share best practice approaches.

4. Information Management

- Maintains technical proficiency and knowledge regarding information technology and management systems.
- Ensures information management systems are maintained and up to date and review as required.
- Manages information flow on behalf of the Groups management, handling accordingly to context and significance for efficiency.
- Develops and maintains systems which ensure the security of information and enable access to authorised personnel only.
- Collation of Group responses to Official Information Act and Privacy Act requests.

5. Leadership and Teamwork

- Reflects the Groups vision and principles to the organisation and stakeholders.
- Works closely with the National Managers and all Group staff to enable the Group to achieve their goals and priorities.
- Acts on the National Manager's behalf in routine matters in their absence, participating in the problem identification including symptoms, causes and effects.
- Builds and maintains knowledge and understanding of the business and principles of the Police.
- Keeps up to date and aware of relevant issues and developments.
- Demonstrates a high level of client focus.
- Demonstrates credibility, integrity and loyalty with colleagues, peers and clients alike.
- Is a role model of the Police, modelling the values of the organisation.
- Encourages and motivates people to work together towards a common goal and achieve outcomes.
- Contributes to a culture of excellence by supporting innovation and contributes ideas for improving processes.
- Takes appropriate ownership and is accountable for own performance and development.
- Actively pursues professional learning and development.

6. Service Delivery

- Deliver mail to and from the Group and undertake other ad hoc chores as required including printing, collating and making bookings.

7. Universal Responsibilities

All employees of New Zealand Police are expected to:

- Adhere to New Zealand Police standards of integrity and conduct.
- Comply with legislative and statutory requirements within area of expertise, including employment and privacy legislation.
- Model the New Zealand Police Values – Professionalism, Respect, Integrity, Commitment to Māori and The Treaty, Empathy and Valuing Diversity.
- Respect diversity and demonstrate inclusiveness.
- Understand the hazards in their 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.
- Perform other duties and participate in projects as required.

Key Relationships (who you'll be working with)

The **Management Assistant and Coordinator** can expect to build and maintain effective relationships with:

Internal	As needed by appropriate workgroup
External	As needed by appropriate workgroup

Position Specific Competencies (how you'll deliver results)

To be successful in this role, the **Management Assistant and Coordinator** will:

- Potential to perform well in the position, given a reasonable period of time for familiarisation and/or training
- Personal attributes and temperament relevant to the position.
- General health which will allow for the performance of all duties and functions of the position

Additional information: (what you need to know)

Required Qualifications

- Relevant experience or qualification preferred

Pre-Employment Checks

- Not a children's worker, standard vetting required.
- Drug and alcohol testing, as required, according to guidelines.
- No National Security Clearance is required to be obtained and maintained.

Work Environment

- Flexibility options: Flexible work options available.
- Travel requirements: Where applicable