



Position Description

Executive Assistant

Team	Mental Health, Addiction and Suicide Prevention
Group	Public Health Agency and Mental Health
Manager	Associate Deputy Director-General, Public Health Agency and Mental Health
Location	Wellington
Job band (indicative)	13SU
Security clearance	N/A
Date	June 2026

About the Ministry of Health (the Ministry) - Manatū Hauora

The Ministry of Health is the lead advisor to the Government on health and is responsible for ensuring the health system meets the current and future needs of all New Zealanders.

We fulfil this role through three key functions:

Policy: We support the Government to set health system priorities and develop policies. We collect evidence to understand the system and to get the best health outcomes for New Zealanders.

Regulation: We design rules and regulations for health services, products, and pharmaceuticals to protect public health and safety. We ensure health regulations are proportionate, effective and safe.

Monitoring: We monitor the performance of the health system by collecting data, checking performance and reporting to the Government. If issues arise, we work with others to address them. We assess both health outcomes and financial efficiency.

Group description - Tō mātou nei aka

Public Health Agency and Mental Health Group | Te Pou Hauora Tūmatanui is a branded business unit of the Ministry of Health. They provide national leadership in public and population health strategy, policy, regulation, intelligence, evaluation and monitoring. They are the government's lead advisor on public and population health. The Public Health Agency also houses key functions including Emergency Management, Pacific Health and Global Health.



Position purpose – Kōrero mō te tūranga

The Executive Assistant provides high-quality, proactive, and timely support to senior leaders to enable the effective delivery of the Ministry's work programme. This role manages communications, scheduling, and documentation, and acts as a key point of coordination across teams and stakeholders. Executive Assistants build strong relationships and contribute to continuous improvement, and ensure all work supports the Ministry's functions.

What you'll do – Ko tōu ake mahi

- Coordinate logistics for internal and external events, including travel arrangements, venue bookings, and supporting documentation across the Mental Health, Addiction and Suicide Prevention unit
- Monitor and track key actions, deadlines, and priorities, ensuring timely follow-up and progress reporting on behalf of leadership
- Manage the diary and email of the Associate Deputy Director-General and Group Manager, scheduling meetings (including support across the leadership team) and responding to emails
- Act on behalf of the Associate Deputy Director-General and Group Manager, pass on messages and respond to queries
- Provide administrative support, and contribute to the improvement and development of administrative process, procedures and systems within the Unit and wider Directorate
- Prepare reports, responses and presentations, manage filing and correspondence
- Contribute to the delivery of the work programme
- Partner and collaborate with the other SLT support team members, providing support to other Group Managers /Managers or Directors wherever possible
- Manage own work and peer review the work of others
- Contribute to the improvement and development of administrative process, procedures and systems within the Group and Directorate often
- Build collaborative and positive working relationships with staff across the wider Ministry as well as all key stakeholders, internal and external
- Ensure all work reflects our responsibilities to the priority of equity and meeting Treaty of Waitangi obligations

This position description is intended as an insight to the main tasks and responsibilities required in the role and may be subject to change in consultation with the job holder.

What you'll bring to the role – Ko ngā pukenga ōu



- Strong attention to detail with the ability to maintain consistency and quality across multiple tasks and outputs
- Proven ability to handle sensitive information with discretion and sound judgement
- A proactive and adaptable approach, with the flexibility to respond effectively in a fast-paced and changing environment
- Previous experience as a Personal Assistant or Executive Assistant is highly valued, but not essential
- Advanced skills in the MS Office Suite
- Excellent organisational skills along with the ability to think ahead, use initiative, establish priorities and meet deadlines whilst preserving the highest levels of accuracy and confidentiality
- Excellent interpersonal, oral and written communication skills and the capacity to manage relationships at all levels, including with senior Ministry officials and with health sector leaders

Leadership Success Profile – Angitūtanga

The Te Kawa Mataaho Leadership Success Profile (LSP) describes what effective leadership looks like across the New Zealand public sector. All roles at the Ministry are assigned to one of four leadership categories. Each category draws on selected capabilities, which combine both leadership competencies and character traits from the LSP, to reflect different types of leadership.

This role is assigned to the **‘Leader of Self’** category, and the following capabilities outline what is required to be successful in this category:

Leading with influence	<i>Lead and communicate clearly and persuasively to gain support from colleagues, asking questions to understand concerns and tailoring messages so they resonate with different audiences.</i>
Engaging others	<i>Build trust and positive relationships by connecting personally, listening actively, reading situations, and communicating with tact to create an inclusive and respectful environment.</i>
Achieving ambitious goals	<i>Take ownership and show persistence to achieve challenging goals, focusing on opportunities and outcomes rather than constraints, and maintaining optimism in the face of obstacles.</i>
Managing work priorities	<i>Plan and organise your work effectively to meet deadlines and quality standards, focusing on the most important priorities and balancing proactive and responsive tasks.</i>
Curious	<i>Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.</i>

Your health, safety, and wellbeing – Oranga me te haumarū



At the Ministry of Health, we expect all of our people to:

- Ensure health and safety is integrated into business-as-usual activities
- Promote employee participation in health and safety by actively supporting employee health and safety representatives (HSRs)
- Acquire and keep up-to-date knowledge of work health and safety matters including the hazards and risks associated with operations
- Ensure staff are informed of and trained in safe practices and procedures in their specific areas of work

Diversity and inclusion – Kanorau me te whakauru

The Ministry of Health welcomes and supports people of all gender identities, ages, ethnicities, sexual orientations, disabilities, and religions. To support this we:

- Foster inclusive workplaces that value diverse perspectives and lived experience
- Attract and retain diverse talent by creating accessible, welcoming environments.
- Apply the merit principle fairly, ensuring equitable opportunities for all.