



Position Description

Senior Executive Assistant

Team	Performance and Governance
Group	Performance and Governance
Manager	Deputy Director-General Performance and Governance
Location	Wellington
Job band	14SU
Security clearance	N/A
Date	April 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

The Performance and Governance group brings together the Ministry's monitoring, assurance, executive advisory and ministerial support functions, all of which are critical to lifting system performance, supporting effective decision-making, and maintaining Government and public confidence in the health system.

The Group is responsible for ensuring the Ministry understands how the health system is performing, identifies emerging risks and issues early, and provides clear, credible advice to Ministers and the Director-General. This includes monitoring the performance of Crown entities, the wider health system and significant work programmes, supporting high-



quality statutory appointments and strengthening accountability and governance across the system. The Group also acts as the link at the centre of the Ministry, coordinating executive priorities, supporting Ministers' offices, and providing independent advice and assurance to the Director-General. Through these functions Performance & Governance helps align system performance, ministerial priorities and executive leadership, enabling, timely and coherent decision-making.

Position purpose – Kōrero mō te tūranga

The Senior Executive Assistant provides high-quality, proactive executive support to senior leaders, including managing confidential and sensitive matters with discretion. This role enables effective leadership through advanced diary and correspondence management, coordination of meetings and documentation, and stakeholder engagement. Senior Executive Assistants contribute to continuous improvement, mentor others in administrative roles, and ensure all work supports the Ministry's functions.

What you'll do – Ko tōu ake mahi

- Support effective Deputy Director-General leadership and coordination across the Performance and Governance Group by working closely with the DDG and the leadership cohort across the group, coordinating meeting preparation and follow-up, and ensuring the DDG has clear visibility of priorities, risks and actions .
- Coordinate the end-to-end management of performance, governance and executive documentation, including workflow management, quality assurance of papers, version control, and timely scheduling and sign-out to support sound decision-making and organisational accountability.
- Enable effective executive and ministerial servicing by triaging and tracking requests, coordinating inputs across relevant teams, and maintaining oversight of priority and sensitive matters in line with executive and ministerial coordination arrangements.
- Provide advanced diary management with a strong focus on forward planning and time management ensuring the Deputy Director General achieves their key priorities.
- Manage Deputy Director-General correspondence in a way that ensures they are investing their time on the right outcomes and deliverables.
- Make good decisions about what information is needed by whom for effective administration of the group.
- Partner and collaborate with the other ELT support team members, providing support to other Deputy Director-Generals wherever possible.
- Respond effectively to the public, Ministers, Ministers' Office, Chief Executives from other government organisations and other executive managers on behalf of the DDG as necessary.
- Prepare, proof read and process documentation on behalf of the DDG.



- Contribute to the improvement and development of administrative processes, procedures and systems across the group and wider Ministry.
- Build collaborative and positive working relationships with staff across the wider Ministry as well as all key internal and external stakeholders.
- 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

- Highly developed relationship-management skills, with the ability to build and sustain effective working relationships across the organisation and with external stakeholders, and to represent senior leaders professionally and confidently
- Proven experience providing high-level executive support to senior leaders in a complex environment, including managing competing priorities, exercising sound judgement, and handling confidential and sensitive matters with discretion
- Strong analytical and anticipatory capability, with the ability to think ahead, identify emerging issues, and determine what information is required, by whom, and when, to support executive and organisational priorities
- Previous successful experience in a Personal Assistant or Executive Assistant role providing support to a senior executive and their team in a government agency
- 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