



POSITION DESCRIPTION

Tūranga | Position title: Kaiāwhina | Executive Assistant *(to tier 3 Strategy & Corporate Managers)*

Team: Strategy and Corporate Group

Reports to: Chief Finance & Performance Officer OR Director, Government and Executive Services

Document Date: November 2025

Te Tari Ture o te Karauna | Crown Law Overview

Crown Law's purpose is to serve New Zealand by supporting the Government to operate lawfully.

Crown Law's functions are:

- Supporting the Law Officers of the Crown
- Leading the government legal profession
- Overseeing public prosecutions
- Providing legal services to Government

Crown Law provides legal advice and representation services to the Government in matters affecting the executive government. The services Crown Law provides include matters covering judicial review of government actions, constitutional questions including Te Tiriti o Waitangi/Treaty of Waitangi issues, the enforcement of criminal law, and the protection of revenue. Crown Law also administers the prosecution process in the criminal justice system, in particular, Crown prosecutions.

A Tātou Tikanga Mahi | Our Crown Law Values

Crown Law team members strive to demonstrate the following Crown Law Values in our interactions with each other, our clients and in all we do.

- We look after the **mana** of other people
- We value our **differences**
- We **care** about each other
- We recognise our **impact** on others
- We take **pride** in all we do

We strive to incorporate and reflect te reo Māori and tikanga in the workplace. Crown Law is also committed to flexibility and provides a range of flexible working arrangements that allow our team members to work in ways that allow them and the organisation to perform at their best.



Kōrero Whakataki mō ngā Ratonga Tūmatanui | Public Service Introduction

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 oranga 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.

Mō te Tūranga | About the Role

The purpose of the Executive Assistant role is to provide efficient and effective administration support to assigned tier-three Strategy & Corporate Managers.

The Executive Assistant is a key support for the relevant managers, anticipating their needs and providing proactive support. They also work as an effective communication channel and trusted advisor.

Ngā Haepapa Matua | Key Responsibilities

Executive Support

- Anticipates information and organisational needs of the managers, providing support in the appropriate form
- Proactively manages competing priorities with complex and changing diaries, including scheduling, negotiating appointments and meetings and organising associated and supporting documentation
- Produces, coordinates and distributes information and documents in a tailored format as anticipated and required
- Understands the recruitment process and supports the induction process providing induction programmes for their managers direct reports
- Proactively identifies issues and risks and escalates these where appropriate
- Provide support to the Tier 2, Strategy & Corporate Executive Assistant and secretarial support across Strategy & Corporate areas as required



- Provide strategic governance secretariat support across Crown Law's core governance mechanisms including attending meetings, taking minutes and action points and sending out agendas
- Provides support to other Leadership Teams across Crown Law as required including providing cover when other Executive Assistants or the Executive Advisor are away
- Supports the managers with highly sensitive and complex issues while building trust and maintaining discretion as appropriate
- Acts as a role model for the Crown Law Office and models our values

Work Programme Support

- Supports the managers with their work programme, wider group strategy and planning associated with it
- Acts as a conduit and supports connection and alignment across the Strategy & Corporate work programmes
- Takes an organisation wide lens when implementing systems and processes that support the managers' work programme

Administration

- Provides effective administrative services including but not limited to email management, calendar management, forward planning, financial tasks and organising meetings
- Manages, organises and coordinates travel and events as required
- Monitors and ensures compliance with due dates, correspondence and report responsibilities
- Ensures all documentation produced is accurate, grammatically correct and in the correct format for its purpose
- Ensures team compliance with office systems and processes
- Source and/or locate information as required
- Provides administrative support, coordination and where appropriate ownership for Crown Law processes, projects and key initiatives as required.
- Provides knowledge and support to staff in Strategy & Corporate with the document management system iManage

Communication and Relationship Management

- Builds and maintains highly effective relationships with team members and key stakeholders both internally and externally to support the managers' work
- Communicates on behalf of the managers as required ensuring any messaging is in line with the organisational direction and is appropriate for the audience receiving it, both internal and external
- Coordinates requests for information from internal and external stakeholders where relevant and provides a professional first point of contact for all enquiries
- Actively provide subject matter experience input into Strategic Programme and Projects across Strategy & Corporate and office wide



- Collaborates across Crown Law's EA and administration cohort and is aware of business improvement activities including knowledge of Promapp
- Proactively shares information with the broader team of Legal Administrators, Executive Assistants and Executive Advisor and across Crown Law more generally.

Health and Safety

- Comply with all reasonable instructions regarding wellbeing, health and safety policies and processes and the Health and Safety at Work Act 2015
- Take reasonable care to ensure that in the performance of their employment they do not undermine their own wellbeing, health and safety or that of any other person
- Work in a safe and responsible manner, ensuring incidents, accidents, hazards or near misses are promptly reported

General

- Any other reasonable requests by your manager

Ngā Hononga Matua | Key Working Relationships

Internal

- Executive Advisor, Executive Assistants and Legal Administrators
- All Crown Law Managers
- All Strategy & Corporate teams

External

- Justice Sector Agencies and Ministry of Justice
- Vendors
- External Consultants

Tohu, Pūkenga me Ngā Wheako | Qualifications, Skills and Experience

Experience

- Experience working as an Executive Assistant or similar role, to a senior level manager ideally in the legal or government sector
- Has a sound understanding of the machinery of government

Skills

- Intermediate to advanced knowledge of office programmes e.g., MS Suite, Outlook and document management systems
- A high level of attention to detail and accuracy
- A high degree of discretion in dealing with sensitive issues and classified information. Have a high level of security awareness.
- Able to identify and assess business and physical risk and risk situations relevant to their own work, their managers' work and across the Strategy & Corporate group.
- Excellent organisational skills and time management with the ability to remain calm under pressure, effectively prioritise tasks and juggle multiple priorities



- Takes initiative, and ability to work independently
- Strong problem-solving capabilities
- Flexibility, adaptability and change responsiveness

Ōu Āhuatanga Ake | Personal Attributes

- Values and respects te ao Māori, te reo and tikanga and has a personal commitment to continuing to develop knowledge of, and in, these three areas.
- Honour and Integrity: Be a role model of the Crown Law policies and values, including its 'Ways of Working'. Adhere to the New Zealand Public Service Standards of Integrity and Conduct at all times and model the Standards within the Office
- Accountability for self-development
- Demonstrate conscientiousness and resilience

Date approved	November 2025
Position Description Owner	Chief People Officer