

# Position Description



**Position Title:** Private Secretary, Minister Responsible for the Earthquake Commission

**Group:** Strategy **Location:** Wellington

**Report To:** Chief Strategy Officer

**Direct Reports:** No **Delegated Authority Level:** Claims No  
Financial/People No

## Our Organisation

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**About Us** EQC is a crown entity with a mission to reduce the impact of natural disasters on people and property. We're a support partner to people in their greatest hour of need when dealing with the results of earthquakes, floods, landslips, cyclones, geothermal activity and other natural disasters on land and residential property.

**Our Values** Our values define who we are; they influence the way we work with each other and the way we serve our customers and engage with the New Zealand community, every day.

- *We make a difference for people*
- *We're always learning*
- *We do the right thing*
- *We're better together*

## Position Purpose

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The purpose of this role is to be a key contact point between the Minister and portfolio agencies, including EQC, Treasury and Southern Response. The role provides a great opportunity in being involved first-hand and supporting directly the Ministers' interactions with government agencies. The role will be responsible for co-ordination of and ensuring delivery of excellent advice from agencies to the Minister and to their advisors.

## Key Relationships

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### Internal

- The Board and Subcommittees
- Chief Executive and the Executive Leadership team
- Strategy Group leadership team in particular, Head of Policy and Government Relations, Ministerial Services
- EQC staff

### External

*This document is subject to reasonable amendments from time to time by the employer to reflect the changing requirements of the position.*

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- Minister Responsible for EQC and his team:
  - Senior Private Secretary
  - Ministerial Advisors
  - Press Secretary
- The Treasury
- Southern Response
- Staff in other Ministers' offices
- Cabinet Office staff
- Members of the public

## Key Result Areas

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### Key Accountabilities:

Key Focus	<ul style="list-style-type: none"> <li>• Developing and maintaining a high level of understanding on matters, issues and the Minister's priorities relating to the EQC Portfolio</li> <li>• Ensuring the Minister and advisors are kept well informed on all matters associated with the EQC and Southern Response, using a 'no surprises' principle</li> <li>• Keep the Minister of Finance informed on EQC more general insurance matters (eg insurance markets).</li> <li>• Provide advice and analysis on portfolio issues</li> <li>• Relationships are developed and managed in an honest, ethical and professional manner, promoting the highest standards of personal, professional and institutional behaviour to ensure the Minister is served effectively</li> <li>• All Ministerial directives and requests receive prompt attention and appropriate follow-through</li> <li>• Supporting the senior leaders at meetings with the Minister</li> </ul>
Work programme	<ul style="list-style-type: none"> <li>• Review all documentation including briefings, OIAs, parliamentary questions and governance documents</li> <li>• Identify risks and provide advice on mitigation strategies.</li> <li>• Filter information and ensure the Minister has the key information for decision making</li> <li>• Coordinate responses to oral and written parliamentary questions, Ministerials and Official Information Act requests</li> <li>• Attend agency and other portfolio related meetings to ensure on-going understanding and management of issues and record agreed actions (as required)</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Provide high quality service to all officials, visitors and members of the public who have contact with the Minister's office</li> <li>• Maintain records to ensure information can be retrieved quickly when required.</li> <li>• Comply with all health and safety policy, guidelines and initiatives</li> </ul>
Additional Duties	<ul style="list-style-type: none"> <li>• Actively and positively participate as a member of teams – both within the Minister's office and EQC</li> <li>• Proactively look for opportunities to improve operations</li> <li>• Perform any other duties as needed by the Minister or EQC</li> </ul>
Organisational Responsibilities	<ul style="list-style-type: none"> <li>• Comply with and support all health and safety policies, guidelines and initiatives</li> <li>• Comply with all legislative and regulatory requirements, and report any breaches as soon as they become known</li> <li>• Adhere to all EQC procedures, policies, guidelines and standards of integrity and conduct</li> </ul>

## Health and Safety

- Comply with and support all health and safety policies, guidelines and initiatives as outlined by Parliamentary Services and EQC
- Ensure all incidents, injuries and near misses are reported into the Parliament incident register accurately and in a timely manner.

## Health, Safety and Wellbeing

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### Key responsibilities:

- Support EQC's journey of zero harm
- Ensure health and safety policies and procedures are understood, followed and implemented by all employees
- Inform, train and equip staff to carry out their work safely
- Ensure prompt and accurate reporting and investigation of all workplace incidents, injuries and near misses into the Parliament reporting tool
- Comply with and support all health and safety policies, guidelines and initiatives
- Assess all hazards promptly and ensure they are managed
- Build and lead a culture of 'wellbeing by example', through practicing behaviours that promote wellness at work
- Ensure open communication and support for team conversations and activities that promote wellness at work.

## What you will bring to the role

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### Core Competencies

Customer Focus	<ul style="list-style-type: none"><li>• Identifies opportunities to support the Minister and agencies</li><li>• Builds and delivers solutions that meet expectations of the Minister and agencies</li><li>• Establishes and maintains effective relationships</li></ul>
Learning	<ul style="list-style-type: none"><li>• Shows personal commitment and takes action to continuously improve</li><li>• Accepts assignments that broaden capabilities</li><li>• Learns from new experiences, from others and from structured learning</li><li>• Makes the most of available development resources</li></ul>
Collaborates	<ul style="list-style-type: none"><li>• Works co-operatively with others with the Minister's office and across agencies to achieve shared objectives</li><li>• Represents own interests while being fair to others and their areas</li><li>• Partners with others to get work done</li><li>• Credits others for their contributions and accomplishments</li><li>• Gains trust and support of others</li></ul>
Instils Trust	<ul style="list-style-type: none"><li>• Follows through on commitments</li><li>• Is seen as direct and truthful</li><li>• Keeps confidences</li><li>• Practices what he/she preaches</li><li>• Shows consistency between words and actions.</li></ul>
<b>Job Knowledge and Experience</b>	<ul style="list-style-type: none"><li>• The ability to:<ul style="list-style-type: none"><li>○ gain the confidence of and work effectively within the Ministers Office, along with stakeholders including other Ministers, their staff and senior officials</li><li>○ exercise sound judgement and an awareness of the need to maintain confidentiality</li></ul></li></ul>

- facilitate between agencies where necessary, so the Minister receives quality advice
- bring a constructive and innovative approach to problem solving
- deal with difficult situations while prioritising according to the urgency of Ministerial requirements
- operate within a dynamic and changing work environment
- A sound understanding of the workings of the machinery of government, and Cabinet process
- Excellent communication and relationship management skills
- A good eye for identifying risk and developing mitigation strategies
- Experience in providing high level advice - policy and/or technical and acting in an advisory position. This includes the ability to absorb information to identify key information the Minister needs to know
- Experience working in a fast-paced environment that requires a high level of discretion, sensitivity, judgement and interpersonal interaction
- High degree of initiative and self-management
- Flexible, adaptable, and proactive manner
- Excellent knowledge and use of the Microsoft Office suite including advanced level Word, Excel and PowerPoint