

Executive Assistant

Reports to:	Chief Communications and Engagement Officer	Position Status:	Permanent
Unit:	Communications and Engagement	Location:	Auckland
Date:	March 2026		

Our Organisation

Earth Sciences New Zealand was established on 1 July 2025, through the merger of GNS Science and NIWA, with the upcoming acquisition of MetService further strengthening its capabilities. As part of the most significant reform to New Zealand's science and innovation system in over 30 years, Earth Sciences NZ is positioned as a leading-edge organisation that excels in earth, environment and natural resources science.

With six core science missions – Geological Hazards, Weather and Climate Hazards, Energy, Land and Water, Atmosphere and Climate, and Oceans and Fisheries – Earth Sciences New Zealand is set to become a globally recognised science leader. By integrating multidisciplinary expertise and advanced technologies, the organisation will tackle complex environmental challenges and unlock sustainable growth and development.

Following the MetService acquisition, Earth Sciences New Zealand will comprise approximately 1500 staff across 22 sites, managing \$400 million in assets and generating \$370 million in annual revenue. Serving both the public and private sectors, Earth Sciences New Zealand plays a vital role in enhancing national resilience to natural hazards, in supporting economic growth and in delivering innovative science for a sustainable future.

Role Purpose

The Executive Assistant provides high-level, proactive and confidential support to the Chief Officer, and their senior leadership teams when required, enabling them to operate effectively and strategically across the organisation and science sector. This role is pivotal in ensuring the smooth functioning of executive operations, managing complex schedules, coordinating critical communications, and facilitating key relationships. As a trusted partner, the Executive Assistant anticipates needs, navigates competing priorities, and upholds the highest standards of professionalism and discretion. Through exceptional organisational skills, sound judgement, and a deep understanding of the public sector environment, the Executive Assistant contributes to the delivery of organisational goal.

Position Priorities and Responsibilities

Executive Support

- Provide executive-level, confidential administrative support to the Chief Officer, including managing calendars, scheduling meetings, preparing agendas, and coordinating travel and logistics.

- Act as a key liaison between the executive and internal/external stakeholders, identify opportunities, areas of risk and help the team to connect across the organisation.
- Ensuring timely and professional communication. Draft, review, and manage correspondence, reports, and presentations and have the ability to prepare updates and briefings when needed.
- Manage the flow of information to and from the executive, ensuring priorities are addressed and deadlines are met. Maintain oversight of key documents, briefings, and follow-ups.
- Organise and support meetings, workshops, and events, including minute-taking, action tracking, and ensuring appropriate documentation and logistics are in place.
- Assist with the coordination of strategic initiatives, project management, and reporting. Support the executive in monitoring progress against organisational goals and priorities.
- Deliver a range of administrative support services including records management, financial processing (invoices, expenses), leave administration, and preparation of agendas and collation of reports.
- Handle sensitive information with the utmost discretion and integrity, always maintaining confidentiality.
- Identify and implement improvements to administrative systems, processes, and practices to enhance efficiency and effectiveness.
- Support a positive and collaborative team culture, contributing to organisational values and principles.
- Collaborate closely with the wider Executive Assistant team, providing backup support and contributing to a cohesive and responsive support network.
- Undertake other duties as required to support the effective functioning of the office and leadership team.

Responsibilities of all Employees

- Comply with all Earth Sciences New Zealand policies, procedures and frameworks, and act in line with the organisational values.
- Contribute to our healthy and safe workplace by following HSW expectations outlined in and integrated into our operational practises and HSW frameworks, including undertaking HSW training and participating in health-monitoring programmes relevant to your work.
- Work effectively as a team member by fostering good relationships and supporting others, providing coverage of other functions as required and ensuring workloads are evenly spread.
- Have the flexibility to adapt and develop as the organisation and its environment evolves.

Key Working Relationships

Internal	External
• Executive Leadership Team • Executive Assistant Team • Science Leadership Team • Operational Leadership Team • All employees	• Public Research Organisation • Science New Zealand • Government agencies • Iwi/Māori organisations • Customers and consultants

Person Specification

Qualifications and Experience

Essential

- A minimum of 5 years' experience in providing high-level executive support, preferably within the public sector or a similarly complex environment.
- A proven track record of managing executive schedules, coordinating meetings and communications, and handling sensitive information with discretion and professionalism.
- Experience engaging with senior stakeholders, navigating government protocols, and using digital tools to streamline workflows is essential for success in this role.
- Education: Relevant tertiary qualification, such as Diploma in Business Administration, Bachelor's degree or equivalent experience.

Skills, Knowledge and Attributes

- **Executive-level support experience:** Demonstrated experience providing high-quality support to senior leaders in a dynamic and complex environment, ideally within the public sector or a similarly structured organisation.
- **Exceptional organisational and communication skills:** Skilled in managing multiple priorities, coordinating complex schedules, and communicating clearly and professionally with a wide range of stakeholders.
- **Discretion, judgement and professionalism:** Proven ability to handle sensitive and confidential information with integrity, exercising sound judgement in high-trust environments.
- **Digital proficiency and attention to detail:** Confident using Microsoft 365 and digital collaboration tools, with a strong focus on accuracy, presentation, and continuous improvement of administrative processes.
- **Continuous Improvement:** Seeks & acts on opportunities to improve performance & refine work systems & practices, by lifting quality standards, reducing unnecessary costs, increasing speed & efficiency, improving customer service, increasing profitability
- **Problem-Solving:** Able to think critically and analyse data/situations. Positive approach to solving problems on-the-job. "Can do" attitude. Perseveres to find a workable solution despite difficulties. Initiative Self-motivated, proactive, identifies opportunities, willing to take on extra responsibility. Able to work with minimal supervision
- **Public sector awareness and cultural competence:** Understanding of public sector operations, governance, and accountability frameworks, with a commitment to upholding Te Tiriti o Waitangi and supporting a diverse, inclusive workplace.
- **Personal Attributes:** High integrity, resilience, adaptability, and a collaborative leadership style that fosters learning, innovation, and inclusion.