

Position Title - Ingoa Tūranga

Driver – Washington (P400672)

Group - Puni

Americas and Asia Group (AAG)

Post – Te Aka Aorere

Washington

Reports to - Menetia

Executive Assistant

About the Post

We represent the New Zealand Government in the United States of America.

We take a distinctively New Zealand approach, reflecting our diversity and heritage and the Ministry of Foreign Affairs and Trade (MFAT) values.

Our work contributes to the wellbeing of New Zealanders' in the following ways:

- **Kaitiakitanga:** Generations of New Zealanders benefit from sustainable solutions to global and regional challenges;
- **Prosperity:** New Zealanders have better job opportunities and incomes from trade, investment and other international connections;
- **Security:** New Zealanders are able to live, do business, travel and communicate more safely at home and offshore;
- **Influence:** New Zealanders have confidence their country can influence others on issues that matter for them now and in the future.

Diversity and Inclusion - Kanorau, Kauawhi

We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

Our values are:

- **Impact:** We achieve for New Zealand, every day, everywhere
- **Kotahitanga:** We draw strength from our diversity
- **Courage:** We do the right thing
- **Manaakitanga:** We honour and respect others

We recognise the importance of staff having flexibility around work hours and working arrangements to maintain a work/life balance. In turn there may be some situations where the Ministry's business deliverables require staff to be available during certain hours of the day or for longer periods to meet a temporary surge in work requirements.

About the Position - Mō te Tūranga

The Driver is responsible for supporting the efficient and effective operation of the Post by providing driving services. This includes responsibility for maintenance of the Post's vehicle fleet, and associated administration. The role also provides general administrative support to the Post.

Key Accountabilities - Kawenga Matua

The following key accountabilities of this role assist in delivering the Ministry's purpose:

Driving

- Liaise directly with staff and HOM EA on driving requirements for the Post.
- Support official visits to Post, liaising with the Visits Coordinator.
- Provide safe and punctual driving services to all passengers, including assisting with luggage etc.
- Be familiar with the best routes to and from destinations, including to airports and government buildings, and be able and prepared to alter driving routes when traffic/weather conditions warrant.
- Complete vehicle running sheets for each vehicle used, and maintain adequate stock of vehicle running sheets in the vehicle.
- Ensure availability through a cell phone at all times while on duty.
- Undertake messenger and delivery services as required.

Vehicle Maintenance

- Maintain the post's vehicle(s) to a high standard, ensuring they are clean and safe to drive at all times.
- Carry out regular maintenance checks on vehicles.
- Arrange for regular servicing of vehicles, if possible at a time that does not conflict with post needs.
- Ensure all vehicles have adequate fuel at all times.
- Prepare all cars for seasonal driving conditions (e.g. fitting of snow tyres, addition of antifreeze, etc.).
- Assist in the repair, purchase or sale of official vehicles, including research and advice on purchase options.

Administration and Facilities Support

- Book and coordinate HOM and other post staff transport requirements, including managing the driver and vehicle booking system.
- Assist with the arrangements and organisation of functions, meetings, presentations, conferences and workshops.
- Assist the Senior Facilities Manager with Embassy maintenance.
- Undertake general administration, including ordering office supplies.
- Sort and distribute the mail, including airfreight bags and couriers.
- Provide back up support for issuing Emergency Travel Documents and preparing the airfreight bag.
- Monitor reception during absences.

Organisational Responsibilities

- Be aware of and adhere to the Ministry's Health and Safety policies and procedures.
- Share in the responsibility for health and safety in the work environment by carrying out work-related activities in accordance with safe operating procedures and by accurately reporting all hazards, accidents and incidents.
- Contribute to the continuous development of the Ministry's knowledge base by using the Ministry's internal systems, sharing information and data with relevant internal stakeholders, including contributing to/presenting at internal learning and development opportunities.
- The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description and within their experience and capabilities from time to time, including back up support to other staff.

Skills, Knowledge and Experience - Tohu Mātauranga, Pūkenga, Mātauranga, Wheako

The Driver will have the following experience, skills and knowledge:

Experience:

- Over five years previous professional driving experience e.g. providing chauffeur services, driving for senior officials or dignitaries

Skills, attributes and knowledge:

- Hold a current, clean driver's licence and be able to drive post vehicles safely in local conditions
- Good knowledge and experience of basic car maintenance
- Experience in an administration role and administration procedures
- Well-developed organisational skills and the ability to prioritise tasks effectively and work under pressure
- Demonstrated ability to contribute to and work within a team
- Written and oral communication skills

- Microsoft Office suite skills
 - Demonstrated ability to build and maintain effective relationships
 - Displays personal integrity and an honest and ethical approach
 - Strong customer focus, with the ability to communicate effectively with a range of people
 - Ability to work autonomously and within guidelines, demonstrating the use of sound judgement
 - Demonstrated commitment to continuous improvement, including adaptability and openness to change
 - Ability to anticipate issues and problems and think of creative solutions
 - Reliable and a strong team player
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Relationships - Pātahitanga

The Driver position is required to build and maintain the following relationships:

Within the Ministry:

- Head of Mission
- MFAT staff at post
- Counsellor (Management)
- Executive Assistant

Outside the Ministry:

- Ministers and officials
 - Other New Zealand Government agency staff
 - Car repair/trades people
 - Service company representatives
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Delegations - Whakatautapatanga

- The role is not responsible for the management of any direct reports.
 - Delegations are set out in the Ministry's Instrument of Delegation.
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Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

- Ability to obtain and maintain appropriate security clearances.
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References

- **Ministry's Strategic Intentions 2021-2025**
Available here: [Ministry's Strategic Intentions](#)