

## POSITION DESCRIPTION

### Personal Assistant, Regulatory Delivery

<b>Function</b>	Regulatory Delivery	<b>Direct Reports</b>	N/A
<b>Team</b>	Regulatory Delivery	<b>Location</b>	Auckland/Wellington
<b>Reporting to</b>	Executive Director, Regulatory Delivery	<b>Salary Band</b>	4

### OUR VISION

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More New Zealanders than ever believe the financial services sector is working well for them.

### OUR PURPOSE

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To foster the fairest financial sector in the world.

As New Zealand's conduct regulator for the finance sector, the Financial Markets Authority (FMA) promotes and facilitates the development of fair, efficient, and transparent financial markets.

With us, you'll be making a difference by enabling New Zealanders to have confidence that our financial sector provides a strong foundation for their financial future - helping them to save and invest, manage their risks, borrow, make payments, and support their families.

Our role (and yours) is to oversee a market that does right by consumers and participants alike, ensuring better outcomes for all New Zealanders by building confidence, participation, and efficiency in our financial markets.

### OUR VALUES

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#### **Open Hearts, Open Minds**

We say what we mean, we are mindful, and we do the right thing. We are approachable, empathetic and demonstrate manaaki and humility. We are authentic and seek the best outcomes.

#### **Make the Calls**

We act with confidence and mana, we are decisive and trust our judgment. We think outside the box, take responsibility and stand by our decisions.

#### **Look to the Horizon**

We are nimble, proactive and willing to adapt. We anticipate the future, embrace change and champion innovation. We look with confidence to the challenges ahead.

#### **Help the Team Work**

We act as one FMA, seek out new perspectives and build consensus. We encourage participation, share knowledge and nurture relationships.

## FUNCTION PURPOSE

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**The Regulatory Delivery group** directs, plans, and delivers the core regulatory functions across licensing and supervision; assessing and influencing firms to enable the FMA's strategic objectives:

### **Licensing and Regulatory Services**

Responsible for the licensing of all classes of firms from the approach, receipt, assessment and issuing or declining of licenses, including renewals and variations. Also responsible for receiving, assessing, and resolving enquiries or complaints about licensed and unlicensed market activities, scams, and frauds. Assists market participants with queries on licensing and supervision including regulatory notifications and returns.

### **Markets, Investors and Reporting**

Proactive and strategic multi-year, annual and intra-year delivery of core regulatory activities with a wholesale markets, investor and reporting focus. This includes institutional markets, markets infrastructure, issuers, auditors, investment management, crowdfunding, derivative issuers, and frontline regulators. Responsible for the regulation of financial and non-financial reporting including climate related disclosures.

### **Deposit Taking, Insurance and Advice**

Proactive and strategic multi-year, annual and intra-year delivery of core regulatory activities with a deposit taking, insurance and advice focus.

## POSITION PURPOSE

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The role of the Personal Assistant is to provide comprehensive, high quality administrative support to the Directors of and senior managers in the functions that they are assigned. This role is also supported by indirectly reporting to the Administration Manager in Transformation and Operational Delivery. The position is one of a 'virtual' team of administrators who are responsible for the provision of support to a functional team unit and/or the senior managers of the team.

## KEY RESPONSIBILITIES

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- Provision of high quality, proactive and confidential administration, and secretarial support for the management group of the team. This includes a broad range of potential services, including assisting with document preparation, diary management, booking travel and accommodation, organising meetings, minute taking, document and information management, photocopying, etc.
- Undertaking and delivering special projects as required. Examples of the types of projects include organising team functions or developing information management systems for the team.
- Working as a part of the overall FMA team in a way that demonstrates openness; mutual cooperation, respect, and trust; commitment and energy; positivity; excellent performance; and a can-do attitude.

- Working as a virtual team with other Team Support Administrators and Senior Team Administrators to ensure a spirit of mutual cooperation and workload sharing is fostered and maintained.
- Mentoring and developing more junior members of the administration team.
- Facilitating positive working relationships and opportunities for collaboration between others in the organisation to promote a connected-organisational approach.
- Developing positive collegial relationships with external parties that further the goals of FMA.
- The delegations for this position are specified in FMA's Delegations Policy and Framework.
- From time to time the job holder may be expected to perform other such duties within their experience and capabilities in response to the changing nature of our work environment.

## KEY COMPETENCIES

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- Has a strong commitment to the provision of excellent client service.
- Shows drive, enthusiasm, self-motivation, confidence, and initiative independent of direction from others.
- Is accessible - gets out and about and talks to people.
- Takes a well-considered, forward thinking, and planned approach, but responds with agility and flexibility to change.
- Supports and empowers others – identifies and acts on ways to help others do their job and ensures people have the information they need.
- Thinks creatively around issues and makes a positive contribution to solution development and implementation.
- Demonstrates commitment and resilience in the face of obstacles and setbacks.
- Is willing to take responsibility and be personally held to account.

## PREREQUISITES

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### Knowledge / Experience / Skills

- Very strong capability in learning and adaption to it systems (including a high level of Microsoft office skills).
- Excellent written and verbal communication skills.
- Managing and handling confidential information.
- Proven experience in the provision of quality secretarial and office administrative services at a senior level within a professional services/corporate environment.
- Experience within a legal environment is preferred.
- Strong document and information management skills.
- Initiative and the ability to anticipate the needs of the managers.
- Strong analytical and decision-making skills.
- Excellent typing and software knowledge, and in particular, an advanced level of competence in Word, PowerPoint, Outlook, and Excel.
- Good listening skills.
- Ability to quickly establish credibility and grow trust and respect.

- Ability to build and maintain positive relationships and work constructively and collaboratively with others.
- Strong self-management skills – sound social judgement, mature and professional conduct, and an ability to effectively manage stress.
- Well-developed planning and organising skills, including the ability to maintain performance when under pressure, and consistently deliver on time and to a good standard.

**A great place to work. With great work to do.**