



## Te Pūtea Matua | Reserve Bank of New Zealand

|                 |                                                                   |
|-----------------|-------------------------------------------------------------------|
| Position title  | Group Coordinator                                                 |
| Group           | This role may be in any relevant Group based on operational needs |
| Reports to      | Group Executive Assistant                                         |
| Reference Level | 13                                                                |

Te Pūtea Matua, the Reserve Bank of New Zealand (RBNZ), is New Zealand's central bank. Toitū Te Ohanga, Toitū Te Ōranga - We enable economic wellbeing and prosperity for all New Zealanders.

Our vision is Great Team, Best Central Bank, expressed as Matangirua Ki Matangireia – working as one towards our ultimate purpose. We operate with Tauria / Integrity, Wānanga / Innovation and Taura/ Inclusion.

### Kaupapa rōpū | Group purpose

The Group Coordinator reports to a Group Executive Assistant who manages administrative support for the Group.

### Kaupapa mahi | Role purpose

The Group Coordinator delivers high-level administrative and operational support to the Director(s), their Managers, and broader teams. This includes proactive diary and travel coordination, efficient office and facilities management, and seamless execution of meetings, events, and day-to-day administrative functions to enable effective team performance.

### Ngā kawenga matua | Key responsibilities

- Operating with a one team mentality by collaborating with others to enable 'best for RBNZ' outcomes.
- Demonstrating our values and behaviours consistently to support our desired culture.
- Contributing as required to the delivery of Group and cross-functional strategies, activities, initiatives and programmes / projects.
- Supporting the integration of Te Tiriti, Te Ao Māori and diversity, equity and inclusion within our organisation.
- Taking proactive responsibility for your own health, safety, and wellbeing, and fostering a safe and healthy work environment by identifying, reporting, and managing risks and hazards.

- Developing and maintaining external relationships as required.
- Operating in line with RBNZ's policies and procedures.
- Provide high-level administrative support to the Director, Managers, and wider team, including proactive diary management, meeting coordination, note taking, and ongoing communication support to ensure smooth and effective operations.
- Oversee the day-to-day functioning of office operations, ensuring a well-maintained and efficient workplace. This includes managing facilities, supplies, mail, equipment, meeting rooms, and supporting consistent office practices in collaboration with peers and the Group EA.
- Plan and deliver logistics for internal and external meetings, conferences, and events. Manage domestic and international travel arrangements and complete related reconciliations to ensure compliance and cost efficiency.
- Maintain accurate and accessible directorate records and systems, including document management, filing, database updates, circulation lists, and business continuity planning documents, ensuring compliance with internal policies and data integrity standards.
- Support financial operations by assisting with budget preparation and tracking, processing invoices, and reconciling directorate accounts and corporate credit card expenses in a timely and accurate manner.
- Ensure administrative processes align with broader policies and practices.
- Provide coverage to RBNZ receptionists during breaks and unexpected leave as required, this includes overseeing the receipt and processing of public surrender currency requests.

### Wheako whai take | Relevant experience

- Experience in a Team Administrator, PA or office management role.
- Excellent interpersonal skills and the ability to relate to and maintain excellent working relationships with people at all levels.
- Excellent planning, attention to detail, and organisational skills with the ability to work at pace.
- Ability to work at pace and remain composed.
- Excellent oral and written communication skills.
- Excellent working knowledge of Microsoft Office.
- Ability to meet deadlines and work under pressure.
- Budget and event management experience.
- Sound judgement and the ability to think holistically across a broad range of issues.
- Demonstrates knowledge and application of Te Tiriti o Waitangi.

- Must be eligible to obtain and maintain the appropriate level of NZ National Security Clearance as needed.

### **Ā mātou whanonga | RBNZ behaviours**

As important as what we deliver is how we deliver. We hold people front and centre to our mahi, our way of working is guided by our values which shape our behaviours. Our Individual Performance Framework details these expectations.