

# Lisa Petraschuk

A highly skilled professional with experience in the health and social sector, who is results orientated and driven to achieve individual, team, and organizational success. I enjoy bringing out the best in people and I have a passion for being part of a high functioning team. I have a proven track record of working within fast paced environments and within legislative frameworks. A confident communicator with a proven reputation for exceptional relationship building and leadership capabilities. A strong strategic thinker, I can learn fast, and I am comfortable in a changing environment. I bring a continuous improvement lens to the way I approach my work, while instilling trust and confidence in my ability to deliver complex programmes of work.

## **KEY SKILLS AND ATTRIBUTES**

### **Communication**

Highly developed interpersonal and communication skills with the ability to listen, engage, understand, and hold constructive conversations with a range of stakeholders. Ability to establish strong working relations across a range of stake holders including cross government, inter-agency and in the sector.

### **Leadership**

Proven ability to provide coaching and support while leading projects. Ability to provide support and mentorship as required. Sets and maintains clear accountability, expectations and performance standards for all work. Ability to cultivate and grow internal capability through development planning and opportunities.

### **Critical thinker**

Ability to use logic and reasoning to identify key strengths and weaknesses of alternative solutions, or approaches to problems, and assess potential risks. Consistently provides accurate well-informed advice utilising strong problem solving and analytical skills.

### **Project Management**

Proven delivery of key Budget initiatives and business unit priorities while maintaining an understanding of complex issues, risks and mitigations. Strengths in developing and delivering project plans, briefs and reporting and leading out delivery of projects. Ability to ensure sound financial management practices are implemented and monitored. Understanding of DE and NDE budgets spend and tracking.

### **Relationship Management**

Proven success in working in a stakeholder centric environment with the ability to initiate, develop and maintain positive, and effective internal and external relationships and partnerships. Proven ability to be responsive and understand the needs of stakeholders and partners and be able to exceed their expectations. Proven ability to instil trust and confidence and maintain this through constructive conversations and delivery of outcomes.

## **CAREER AND EMPLOYMENT HISTORY**

### **23 November 2020 – Present – Ministerial Advisor, Hon Andrew Little, New Zealand Parliament, Wellington, NZ**

- Providing high level policy advice directly to the Minister across a range of portfolio responsibilities.
- Providing the Minister with political oversight and high quality independent advice on policy proposals and submissions received in line with the government's objectives
- Excellent understanding of existing government and public service protocols and processes, sound knowledge of political processes, and contributing to policy proposals and submissions.
- Experienced in responding to Official Information Act requests, parliamentary questions and drafting correspondence and briefings.
- Providing input into the government's strategic planning.
- Active participation in the development of the Minister's work planning.
- Outstanding written and verbal communication skills, attention to detail, supplemented by an excellent relationship management capability.
- Effectively interpret a wide range of information and resolve complex issues under pressure.
- Facilitate progress of policy and legislation within the Minister's portfolio responsibilities.
- Allocate and monitor advisory work within the Ministers office while building staff capability by providing development opportunities and sharing knowledge with staff.
- Advise, with Government members on Select Committees, on relevant legislation to ensure the Minister and Government is kept abreast of developments.
- Establish, monitor and continually improve the flow of information and documents to and from the Minister.
- Demonstrated ability to analyse, understand and convey complex information in a simplified form.
- Proven ability to maintain confidentiality and use discretion, possesses sound judgement and tact in dealing with sensitive issues
- Obtained and maintain a National Security Clearance at Top Secret Level.

### **30 March 2020 – 21 November 2020 -Principal Advisor, Office of the DDG, Mental Health and Addiction, Ministry of Health, Wellington, NZ**

- Provide direct support and advice to the Deputy Director -General, Mental Health and Addiction
- Pivot as required to support the Ministry of Health's interests
- Lead the design and implementation of the Regional Boundary Exemption team
- Project Lead for the development, implementation and reporting of the Psychosocial Recovery Plan and actions
- Psychosocial lead for the Incident Management Team and Psychosocial liaison to a the All of Government COVID-19 response
- Co-chair of the Cross Government DCE Psychosocial Recovery Group
- Designed and implemented the Psychosocial Intelligence gathering project
- Established strong relationships with Private Secretaries of Health across Parliament
- Oversight and mentoring of the Senior Advisor, Advisor and Administrators within the Office of the DDG Mental Health and Addictions
- Participation and secretariat support for Strategic SLT activities
- Supporting and facilitating Directorate wide business planning processes

- Providing quality assurance practices over briefings, ministerials, direct replies, Health Select Committee petitions, and parliamentary questions
- External and internal engagement, including representing the Deputy Director- General Mental Health and Addiction
- Leading development and implementation of the Mental Health and Addiction Programme HQ room
- Act up into the role of Manager of the Office of the DDG and perform all required responsibilities as requested
- Leading Edge 2020 participant

**May 2019 – 30 March 2020 - Senior Advisor, Office of the DDG, Mental Health and Addiction - Ministry of Health, Wellington, NZ**

- Leading the coordination and quality assurance review of briefings, ministerials, direct replies and parliamentary questions
- External and internal engagement across a wide range of stakeholders
- Support and coordination of Mental health and Addictions Communications and Strategic Engagement activities
- Lead the coordination and review of weekly report items
- Coordinating the Directorate response to the Health Select Committee
- Leading Human Resource activity across the Directorate
- Annual planning tasks
- Development and delivery of fir for purpose project and programme templates for the Directorate
- Delivery of multiple types of reporting both internal to directorate leadership and to ELT
- Supporting the delivery of timely and robust EPMO reporting
- Other tasks as needed to support the Directorate.
- Set up and coordination of the Mental Health and Addiction Programme HQ room

**November 2018 – May 2019 - Advisor, Mental Health, Ministry of Health, Wellington, NZ**

- Lead the development of budget 18 key initiative
- Lead of the development of a Request for Proposals (RFP) process
- RFP Panel member
- Contract negotiation and management
- Relationship and stakeholder management
- Provide excellent communication over email, phone and in person
- Risk management for the team
- Entry level policy development
- Strong ministerial correspondence skills
- Providing high level Budget advice
- Solid understanding of the Official Information Act 1982 and the Privacy Act 1993
- Internal process improvement development and implementation
- Efficient in daily logistics, and planning
- Utilisation of critical thinking skills
- Proficient in Lotus Notes and Microsoft suite

**September 2017 – November 2018 - Team Administrator, Mental Health, Ministry of Health, Wellington, NZ**

- Diary management
- Proficient in Lotus Notes, and Microsoft Office suite
- Effectively build rapport and relationships with a diverse range of stakeholders
- Provide excellent communication over email, phone and in person
- Participation in procurement processes
- Providing OIA and ministerial proof reading
- Efficient in daily logistics, and planning
- Utilisation of critical thinking skills
- Travel and conference booking management
- Contributing member of the Service Commissioning Integrated Network
- Risk Champion for System Outcomes
- Internal process development and implementation
- Provide high level meeting minutes
- Christmas Party Planning Committee member

**August 2016 – August 2017 - Consenting Administration Officer - Wellington City Council, Wellington, NZ**

- Provide a high level of customer service that is friendly, efficient and knowledgeable
- Run daily reports and analyse and extract relevant information
- Develop, implement, and facilitate new digital process workshops
- Write and implement new training materials for changing a paper based process to a digital one
- Facilitate new administrator inductions
- Lead and develop new team members in several key skills required for the role
- Create training programme for Building Consents and Compliance customer services counter
- Create and manage workflow and skills matrix within the team
- Created and implemented a skills evaluation process
- Member of group interview panels
- Daily use of Microsoft Office suite, email correspondence and diary and inbox management
- Working knowledge of workflow applications in promapp
- Working knowledge of springboard
- Use of Trapeze, and Adobe professional applications
- Provide excellent communication over email, phone and in person
- Experience with working within difficult situations
- Ensured business procedures, and policies are adhered too
- Provide OIA documentation for customers upon request
- Culture Club Representative

**October 2015 – August 2016 - Customer Service Representative, Wellington City Council, Wellington, NZ**

- Provide a high level of customer service that is friendly, efficient and knowledgeable
- Developed BCC phone line training plan and implemented this to new staff
- Train and develop BCC Counter skills for new staff
- Effectively build rapport and relationships with a diverse range of customers
- Experience working to structured guidelines and promotional plans
- Display professionalism at all times and maintain a high level of personal presentation
- Lodge and issue consents and licences in an efficient and timely manner
- Provide excellent communication over email, phone and in person
- Experience with working within difficult situations

- Provide new, creative, and inventive ideas
- Daily use of Microsoft Office suite, email correspondence and diary management
- Participant in staff training as a buddy for new employees
- Secretary of the Customer Services Social Club

## **EDUCATION**

### **Certificate of Public Health**

February 2019 – November 2019

### **Massey University**

Wellington, New Zealand

### **Bachelor of Secondary Education**

September 2008 - January 2010

### **Grant McEwan University,**

Edmonton, Canada

## **REFEREES**

Available upon request