



Please welcome our next Task Force Leader, Vicki Faint from New Zealand!

1. Tell us about yourself? (Your background / journey / experience)

Throughout the last 20 years of my career I have been working for Chief Executives. I am currently working for the Vice-Chancellor (VC) and Chief Executive Officer of Victoria University of Wellington, New Zealand and have held this position since 2009.

In this role I provide high-level strategic management support, clerical and business assistance, plus direction and guidance to the VC to support the achievement of his strategic priorities and objectives.

I joined the Association of Administrative Professionals of New Zealand (AAPNZ) Inc in 2007 after winning the 2007 AAPNZ Administrative Professional of the Year Award. I hold a NZ Diploma in Business Administration.

I continue to be an active certified member of AAPNZ. Until mid-2019 I was the AAPNZ Wellington Group President and I continue as the AAPNZ National First Vice-President.

2. Which Task Force are you working with / leading?

I am the Team Lead for the Skills Set Matrix Task Force. This Skills Set Matrix Taskforce will develop a matrix so we can agree on titles of administrative levels and the appropriate role titles.

We will work closely with Wendy Rapana and Cathy Harris who are working on the International Credentialing Task Force.

3. What do you see as the key aspects of your involvement with the WASummit?

My role is to focus on producing clarity over internationally recognised role titles and the required level of skills levels of experience.

4. How do you plan on using your experience/platform to assist Administrators, and what would you personally like to achieve for the WASummit?

My thirty plus years of experience as an Executive Assistant will assist me to lead a taskforce to encourage all administrative professionals to attain a qualification that showcases their experience. Having an internationally recognised qualification and / or skillset gives administrative professionals the confidence that they have the skills and knowledge to be the best at their job. Encouraging administrative professionals to have the confidence to put themselves forward for not only administrative roles but to advance their careers into management roles.

5. If there is one piece of information regarding WASummit that you want everyone to understand, what would it be?

Here the WASummit is a place where the spotlight is on administrative professionals and their careers. It encourages lifelong learning; however, it is up to us individually to ensure we take responsibility for our own careers. We need to be actively looking at how to grow and promoting the administrative profession.

6. What inspired you to support the WASummit?

The WASummit is an amazing opportunity to meet with other liked-minded administrative professionals to help make a positive difference and to promote the importance of our career. I am passionate about encouraging all administrative professionals to put themselves forward for developmental opportunities as they arise. I get real joy from seeing others succeed.