

# Dave Butler-Peck

Greytown, Wairarapa  
021 922 122 | davebp@outlook.com

Senior Administrator & Coordinator  
Stakeholder Engagement & Process Improvement

## Profile

- **A Senior Administrator and Coordinator with over 10 years of experience providing support to executive teams, industry leaders and a Cabinet Minister as an Executive Assistant and Private Secretary.**
- **Strategic Decision-Making:** Adept at quickly triaging decisions and identifying opportunities for improving operational efficiencies. I have a keen eye for recognising potential enhancements and bringing the right people together to implement them, all while employing diplomacy to secure buy-in and drive initiatives and projects.
- **Versatile and Adaptable:** Excel in navigating complex relationships at all organisational levels using my gregarious nature, adapting to different working styles, and ensuring that objectives are met in a collaborative atmosphere.
- **Interest in Broader Initiatives:** Beyond my core responsibilities, I am interested in project management, stakeholder engagement and roles with a focus on continuous improvement, which have all helped to enrich my skill set.
- **Loyalty and Integrity:** Known for my loyalty, honesty and dedication to the people and teams I support. I approach every task with the utmost integrity, ensuring that confidential matters are handled tactfully and carefully.

## Career Summary

Business Process Specialist, Impeckable Records	2025 – Present
Qualified Fire Fighter (QFF) [Volunteer] – <i>Fire and Emergency New Zealand</i>	2014 – Present
Business Manager, Insicon Cyber	2025 – 2026
Managing Director, Mr Sweep	2024 – 2025
Senior Project Coordinator, Transport Team – Hutt City Council	2023 – 2024
Senior Project Coordinator, Governance & Performance – <i>Ministry for the Environment</i>	2022 – 2023
Personal Assistant to Director, Climate Group – <i>Ministry for the Environment</i>	2022 – 2023
Controller's Assistant, Business Continuity and Response Team – <i>Ministry for the Environment</i>	2020 – 2021
Project Coordinator, Risk & Assurance – <i>Ministry for the Environment</i>	2020 – 2021
Executive Assistant to Deputy Secretary, Strategy & Stewardship – <i>Ministry for the Environment</i>	2019 – 2020
Private Secretary (Executive Support), Office of Hon. James Shaw – <i>Ministerial Services</i>	2017 – 2019
Senior Executive Assistant, Office of James Shaw MP – <i>Parliamentary Services</i>	2015 – 2017
Executive Officer – <i>Greytown Community Sport and Leisure Society, Wairarapa</i>	2013 – 2015

## Expertise

Project and administrative leadership	Stakeholder engagement and management
Business process development and improvement	Executive and corporate support
Business continuity planning	Machinery of Government
Driving collaboration and change	Managing political risks and opportunities
Written and verbal communications	Emergency management (preparation and response)

## Selected Roles, Responsibilities & Achievements

### Impeckable Records Business Process Specialist

After 30 years working in the private, public and charity sectors in the UK, Europe and Australasia, I've recently started my own company as a business, management and process specialist - both online and in-person:

- Management of inboxes, calendars, and documents for various clients to ensure efficient operations.
- Providing support for a wide range of administrative tasks and applications to help streamline processes.
- Assisting organisations on a flexible basis - from short-term projects to ongoing support.

### **Insicon Cyber Business Manager**

Further to starting a company offering business management and office support, a contract was accepted for a Sydney based IT company, offering cyber advisory and managed services to a wide range of clients across the APAC region.

- Inbox and diary management for the two Co-Founders and Directors – harnessing the benefits of M365.
- Working both remotely and from the Sydney office, before opening a Servcorp office in Wellington.
- Asked to take on the role of Project Coordinator, using Projectworks, Monday and Slack to meet client demands.
- Responsible for organising and minuting the Team Stand-ups, Management Meetings and Team Days.
- Taking on a pre-sales role to support the Sales Director, directly increasing the sales pipeline in NZ and Australia.

### **Mr Sweep Managing Director**

Accepted a role of MD for a local small business after assisting the Owner during a period of significant growth and change. Implemented significant changes in a short period of time before a workplace accident curtailed the business.

- Wide-ranging people management across the business – Office Manager, Office Admins and Chimney Technicians.
- Identified the need for external HR and H&S support – implemented a third-party solution with Peninsula Group.
- Implemented Microsoft 365 for all employee emails and OneDrive for all business documentation.

### **Hutt City Council Senior Project Coordinator, Transport Team**

An opportunity arose to work in local council with their Transport team. Worked closely with the Transport Manager and Director to implement best practice processes both internally with employees and externally with suppliers.

- Broad relationship management with Project Managers, Suppliers and Councillors to ensure successful projects.
- Initiated and implemented the move to SharePoint for all project meetings, contracts, variations, etc.
- Proactively lead the implementation of process improvements – from naming conventions to meeting actions.

### **Ministry for the Environment Senior Project Coordinator, Governance & Performance**

An initial three-month secondment to the Governance & Performance team tasked with the implementation of standardised processes and driving the utilisation of the CRM across the Climate Business Group.

- Wide-ranging relationship management, working with PAs, Managers and Directors to gain buy-in for projects.
- Supported the development of engagement plans for senior leaders using Planview and Project Place.
- Selected to be Secretariat for the Climate Leadership Team and 'Change Champion' for a new service desk tool.

### **Ministry for the Environment Personal Assistant to Director, Climate Markets Directorate**

Supported a new Director in the Climate Directorate when the need for the Business Continuity Team ended post-COVID, and 'Business As Usual' returned to the Ministry:

- Supported the development of an ETS engagement plan with key stakeholders in the sector.
- Integrated Salesforce and other tools to capture external meetings.
- Arranged offsite away days for both management and leadership teams.
- Administrative support as part of the development of NZ's first Emissions Reduction Plan (ERP).
- Part of the winning ERP Team at the 2021 Te Iti Kahurangi - MfE People Awards.

### **Ministry for the Environment Project Coordinator, Risk & Assurance & Secretariat**

Accepted the role of Project Coordinator and Secretariat with the advent of COVID and the need to develop a comprehensive safety plan for the organisation's people and offices:

- An integral part of MfE's 24/7 response team during the spread of COVID-19 in NZ.
- Organised the first internal Coordinated Incident Management System (CIMS) course.

- Advised and supported roles based on the CIMS emergency framework.
- Attended meetings on behalf of MfE at the National Emergency Management Agency (NEMA).
- Part of the winning Business Continuity Team the 2020 Te Iti Kahurangi - MfE People Awards.

### Ministry for the Environment Executive Assistant to Deputy Secretary, Strategy & Stewardship.

Moved from the Office of the Minister of Climate Change to the Ministry for the Environment to continue my learning and development in governmental and environmental policy:

- Assisted the Deputy Secretary, triaging internal and external correspondence, meetings and requests.
- Helped with the launch of environmental reporting as part of the Ministry’s legal obligations to the Crown.
- Worked closely with the Ministerial Team on OIAs, WPQs, Select Committees and other governmental requests.

### DIA, Ministerial Services Private Secretary (Executive Support), Office of Hon. James Shaw

After a term managing James Shaw’s Parliamentary office, including volunteers and interns, he was appointed Cabinet Minister at the 2017 General Election, and I was offered the role of ‘Private Sec’ in the executive support function.

- Efficiently processed all enquiries and managed all external engagement requests – presented meeting and speaking invitations to the Ministerial team and liaised directly with stakeholders at all levels.
- Responsible for the Minister’s Parliamentary inboxes, triaging a high volume of correspondence, OIAs and other governmental requests. Meeting and greeting visitors from public, private and charity organisations.
- Actively managed political risks and opportunities - making continuous judgement calls for the Ministerial team.

## Qualifications & Professional Development

First Responder First Aid course – <i>New Zealand Red Cross</i>	2025
Tikanga Māori course – <i>Hutt City Council</i>	2024
Te Tiriti o Waitangi course – <i>Ministry for the Environment</i>	2023
Coordinated Incident Management System (CIMS v3) – <i>The Skills Organisation</i>	2022
Qualified Fire Fighter course – <i>Fire and Emergency New Zealand</i>	2022
Foundation Assessment – <i>National Emergency Management Agency (NEMA)</i>	2021
Project Coordination Skills – <i>Project Plus</i>	2020
Te Reo Māori and Sign Language courses – <i>New Zealand Parliament</i>	2014
Recruit Fire Fighter course – <i>Fire and Emergency New Zealand</i>	2014
BSc (Hons) Business, German & Environmental Management – <i>University of Lincolnshire and Humberside, UK</i>	1996
German Language Immersion course – <i>Chemnitz University of Technology, Germany</i>	1994

## Additional Information

<b>Voluntary:</b>	Volunteer Fire Fighter in Greytown since 2014	
<b>Community:</b>	Referee local college and women’s football teams.	
<b>Family:</b>	Passionate father and co-parent of Ella, 16, and Luke, 14.	
<b>Interests:</b>	Secondhand record shops, Brighton Football Club and an old Toyota Landcruiser.	
<b>Referees:</b>	<b>Melody Guy</b>	<b>Hon. James Shaw</b>
	Director, Ministry for the Environment	Minister, New Zealand Government

*“When it came to Dave’s annual reviews, what I said about him was important, but it’s what other MPs, Chief Execs and Parliamentary staff said about him that was most important – that he was a pleasure to work with and correspond with, and always went the extra distance to ensure that I got what I needed, when I needed it.”*

**Hon. James Shaw**