

Job Title: Kaiāwhina Roopu Manahautū / Executive Assistant
Hours: 37.5 hours per week
Department: Executive Office
Reports to: Deputy Chief Executive

Kawatau o te Pakahi | Organisational expectations:

Te Puna Ora O Mātaatua expects all employees to maintain acceptable standards of conduct at all times having regard to the reputation of the Organisation and the welfare of the Clients they serve.

Te Poutokomanawa o Te Puna Ora is a framework that underpins everything we do at Te Puna Ora o Mātaatua, and staff are required to have a strong commitment to the principles outlined in the framework.

Employees will carry out their duties in a professional manner while observing all codes, legal requirements and policies and procedures of Te Puna Ora O Mātaatua.

Flexibility in hours may be required to ensure deadlines are met.

Āheitanga Matua | Key Responsibilities:

- Ensure all administration support is provided to direct Executive Leadership Team (ELT) member(s), including processes, systems and escalation requirements
- Ensure mahi produced by EA team is of the utmost confidentiality, and high quality at all times
- Oversee the co-ordination of all logistical arrangements pertaining to direct ELT member(s), ensuring they are well-prepared for all meetings
- Proactively co-ordinate the management of direct ELT member workflows, calendar conflicts, and ensure key meetings and events are diarised appropriately
- Ensure meeting packs for all Board meetings governed by direct ELT member(s) are collated and distributed within agreed timeframes
- End to end meeting coordination that includes agenda preparation, minute taking, monitoring actions as well as meeting room set up and catering requirements
- Ensure direct ELT member(s) are appropriately and professionally represented at all times
- Work closely with SMG and TL groups to ensure relationship and expectations are managed
- Work closely with direct reports to ensure reports and data is submitted within appropriate timeframes
- Actively promote, communicate and role-model exec-lead initiatives across the organisation
- Provide organisational administrative support to Executive Office Team and ELT
- Take the initiative when making logistical decisions to ensure business efficiencies are maintained and where possible, improved
- Exercise good financial judgement when attending to any purchasing requests
- Carry out additional ad-hoc tasks within reason
- Undertake special systems projects as required
- Lead and undertake projects on behalf of the CEO and Deputy CE as required
- From time to time, you may be required to provide administration cover across the organisation
- Participate in organisational response to community events, including severe weather events
- Carry out additional ad-hoc tasks within reason as requested by line managers.
- Liaise with Executive Office Team Lead in the event of over-capacity.



Ngā āhuatanga | Competencies, abilities, and attributes:

- Experience in a similar role
- Ability to lead small projects
- Excellent analytical, data-entry, and time management skills
- Attention to detail, confidentiality and professionalism
- Self-motivated and ability to prioritise workAbility to work under pressure and ensure deadlines are met
- Advanced level of computer literacy
- Ability to engage, develop and maintain relationships with employees and relevant stakeholders of Te Puna Ora o Mātaatua
- Commitment to the Vision and Values of Te Puna Ora o Mātaatua
- Knowledge of Te Reo me ōna Tikanga Māori.