

## POSITION DESCRIPTION

<b>Position</b>	<b>Te Taurima (Executive Assistant)</b>	
<b>Team</b>	Te Kei o Te Oranganui (Office of the CEO)	
<b>Reporting to:</b>	Te Mātaiwhetū (CEO)	
<b>Staff Responsibility:</b>	Nil - Collegial support to administration and managerial staff across the organisation	
<b>Job Purpose:</b>	<p>Te Kei o Te Oranganui (Office of the CEO) aims to provide high level support for Te Mātaiwhetū in making decisions including managing and completing high level projects. Projects and duties are relative to the strategic direction of Te Oranganui and include:</p> <ul style="list-style-type: none"> <li>• Providing high level support to Te Mātaiwhetū</li> <li>• Providing guidance and support relating to the strategic direction of Te Oranganui Trust</li> <li>• Ensure the integrity of Te Mātaiwhetū and Te Oranganui at all times</li> </ul> <p>The key responsibility of this position is to support Te Mātaiwhetū (CEO) by providing high-level executive support, lead strategic projects, manage high-level engagement, support and projects as well as provide secretariat services to both internal and external forums.</p>	
<b>Accepted by:</b>	<b>Employee Signature:</b>	<b>Date:</b>
<<NAME>>		

### Background

Te Oranganui is an Iwi governed Health and Social Service Organisation. Established in 1993, Te Oranganui has eight service lines and covers the iwi boundaries of Ngāti Apa/Ngā Wairiki, Te Ātihaunui a Pāpārangi and Ngā Rauru Kīahi. The eight services are;

Waipuna	Primary Health & Medical
Taihāhā	Disability Support
Waiora Hinengaro	Mental Health and Addictions
Toiora Whānau	Whānau & Community
Puawai Whānau	Tamariki & Whānau
Waiora Whānau	Health & Wellbeing
Whakahaumanu Mana Tāne	Clinical Services Corrections
Taituarā	Business Unit

### Vision

Korowaitia te puna waiora, hei oranga motuhake mō te iwi

### Mission Statement

To empower whānau into their future

### Values

Tika	Excellence in how we do things
Whānau	At the centre of everything we do
Pono	Act with honesty and integrity
Mahitahi	Committed to working together for the betterment of our Whānau, Hapū, Iwi and communities

Initials: \_\_\_\_\_

### Key Result Area 1. Executive Assistance

- 1.1. Assist Te Mātaiwhetū with prioritising, planning and monitoring workloads.
- 1.2. Provide exceptional administrative support to Te Mātaiwhetū including travel, diary and email management, document control, general office organisation and meeting coordination;
- 1.3. Initiate first draft correspondence responses on behalf of Te Mātaiwhetū where appropriate
- 1.4. Provide all relevant information and documentation available to Te Mātaiwhetū prior to all meetings;
- 1.5. Highlight priority pieces of work required for completion by Te Mātaiwhetū;
- 1.6. Provide HR & Finance support to Te Mātaiwhetū relating to the coordination of staff leave requests and the collation of credit card receipts for Te Taituarā;
- 1.7. Assist Te Mātaiwhetū with contract submissions, document formatting, developing presentations and assisting with technical troubleshooting as and when required;
- 1.8. Extract and complete tasks from meetings on behalf of Te Mātaiwhetū as required;
- 1.9. Populate Te Mātaiwhetū reports for the Board of Trustees and all other reports required by Te Mātaiwhetū;
- 1.10. Initiate first draft proposals, business cases and submissions with Te Mātaiwhetū intentions on behalf of Te Oranganui;
- 1.11. Assist Te Mātaiwhetū to develop strategy, systems and undertake data analysis to qualify and quantify the impacts of the organisation for its enrolled population.

#### Key Performance Indicators

- Duties completed within agreed timeframes to accurately meet requirements
- Seeks to continually improve the quality and efficiency of services provided
- Ensure the best use is made of technology to provide efficient and effective administrative services

### Key Result Area 2. Secretariat

- 2.1. Minute meetings for Te Mātaiwhetū as and when directed ensuring to provide a clear and accurate record;
- 2.2. Maintain an accurate and tidy filing system for Te Mātaiwhetū and all forums;
- 2.3. Coordinate and minute-take all meetings for the Board of Trustees, the Senior Management Team, Hauora-ā-Iwi, Māori Health Outcomes Advisory Group as well as select organisation committees;
- 2.4. Provide secretarial and administrative support to the Chairperson of all forums as required;
- 2.5. Plan, prepare and coordinate all logistics for the forum meetings as required;
- 2.6. Support the development of reports and forum documents (agenda items) including data compilation;
- 2.7. Ensure minutes of all meetings are signed by the chair of the Board of Trustees for audit purposes;
- 2.8. Prepare reports prior to meetings for all forums that are inclusive of all the documents to be discussed ensuring soft copies are provided to members well in advance and hard copies are sent in accordance with the meeting schedules;
- 2.9. Maintain confidence and composure when in meetings as the secretariat ensuring any contribution provided within a meeting is discreet and via the chairperson only.

#### Key Performance Indicators

- Work in an effective and efficient manner ensuring all forums are adequately supported and tasks completed within the agreed timeframe
- Discretion and confidence maintained at all times
- Ability to maintain well-functioning multi-tasking to manage the work in a most timely, precise, effective and efficient manner

### Key Result Area 3. Projects & Events

- 3.1. Manage projects so that deliverables are met within agreement specifications and/or organisation requirements;
- 3.2. Ensure the strategic direction of the organisation is considered when managing any project as not to jeopardise the integrity of Te Oranganui or Te Mātaiwhetū;
- 3.3. Manage projects from time to time delegated by Te Mātaiwhetū;
- 3.4. Plan and coordinate activities, providing support as required for any medium-term projects or Organisation events led by the Board of Trustees or Te Mātaiwhetū e.g. the Annual General Meeting, dignitary visits.

#### Key Performance Indicators

- All projects delivered so not to jeopardise funding or reputation
- The public profile of Te Oranganui is not jeopardised when managing events of behalf of the organisation

### Key Result Area 4. Research & Evaluation

- 4.1. Provide behind the scenes support of strategic evaluations including research, drafting of Terms of Reference and data analysis as and where required by Te Mātaiwhetū;
- 4.2. Compose and edit program guidelines and other documents and provide general support to improving processes;
- 4.3. Develop and tailor tools/methodologies to gather and analyse data in relation to contracts and development across the organisation;
- 4.4. Support the Senior Management Team through coordination of data collection and analysis processes as required;
- 4.5. Assist in organisational learning and capacity-building activities through staff training and presentations;
- 4.6. Provide evaluation (methodology and reporting) on projects and other activities as directed by Te Mātaiwhetū to formulate learning opportunities and improvements

#### Key Performance Indicators

- Data collection, analysis and report writing processes for internal reviews/evaluations of programme and organisational performance completed as requested

### General Provisions

- Actively participate in Te Oranganui kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions etc.
- Uphold the principles of Whanau Ora – working across teams and functions; acknowledging the unique skills and abilities all kaimahi bring.
- Ensure you maintain an accurate and up to date understanding of Te Oranganui policies and that you uphold these at all times.
- Ensure the health & safety of yourself as well as others in your working environment, upholding organisational health and safety policies and procedures at all times.
- Proactively promote Te Oranganui in a positive light in all activities.
- Actively participate in ongoing professional development.

*The above statements are intended to describe the general nature and level of work being performed by the job holder. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the job holder. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed*

## PERSON SPECIFICATION

### Experience & Qualifications

- Tertiary level qualification (Level 6 or higher) in Business Administration or a commitment to attain one within two years
- Proven experience in a busy Executive Assistant or Senior Administration role with accountability for a wide variety of complex administration and secretariat tasks
- At least 5+ years' experience in a similar role

### Essential Skills

- Excellent administration and support skill and experience
- Minimum typing speed of 60+ words per minute with high accuracy
- Demonstrated organisational and planning ability for the successful completion of work
- Excellent Microsoft Office skills including Outlook, Word, Excel, Adobe and PowerPoint
- Strong information gathering and analytical skill
- Excellent minute taking skills
- Accuracy and attention to detail

### Personal Attributes

- Commitment to whānau, hapū and Iwi
- A friendly "Can Do" attitude
- Ability to converse and understand Te Reo Māori me ōna tikanga
- Ability and willingness to work positively as a member of a team
- Discretion and confidentiality

### Physical Attributes – Administration positions

- Occasional lifting up to 10 kg
- Must be able to work in an office environment
- Manual dexterity needed for keyboarding and other repetitive tasks
- Sitting for extended periods of time
- Hearing and speech sufficient to communicate with others enabling direct and telephone communication
- Visual ability sufficient to read accurately, write/record in a legible manner and perform normal duties of this position

### Relationship Management

- Establish and sustain positive working relationships with people at all levels within the health and wellbeing public, private and voluntary sectors.
- Have the ability to establish and utilise already established professional networks as part of the Te Taurima role

### Other Requirements of this Position:

- Current clean, NZ full driver's license
- Must be able to pass Te Oranganui's background check process