



The aim of this job description is to provide a contextual explanation of the role and, therefore, will not be a full list of tasks and duties that an incumbent may reasonably be expected to perform.

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| Job title | Kaiāwhina Matua – Executive Assistant |
| Reports to | <i>Manahautu (CEO)</i> |

Job purpose

The purpose of the role is to provide executive and administrative support to the Manahautu and Ngā Maunga Whakahii o Kaipara Development Trust operations.

Key Performance Indicators

- Prepare and collate reports and papers for each Board meeting within set timelines and standards
- Where applicable, assist and/or prepare and lodge documents and reports to meet compliance obligations
- Provide best practice governance and executive administration and secretarial support
- Undertake and/or facilitate business and governance actions and activities in accordance with set frameworks, policies and timelines
- Facilitate business and settlement related reviews and projects as per compliance, legal and/or project schedules and deliverables
- Maintain professional and technical knowledge of all relevant legislation, policies and plans to ensure best practice procedures are applied
- Report and / or present on progress or issues within the area of responsibility

Company Policy and Procedures

- Ensure compliance with all policy and procedures
- Support the quality, environmental, health and safety policy and procedures.
- Uphold and demonstrate organisational values and adhere to industry acknowledged professional code of conduct.

Qualifications

This position requires:

- ✓ A tertiary qualification in a legal or business field **or** Extensive relevant experience as an Executive Assistant within a Maori context
- ✓ A full and current NZ Driver License.

Experience and Knowledge

- ✓ Outstanding secretarial and organising skills
- ✓ Excellent communication and relationship skills
- ✓ A high level of accuracy and attention to detail

- ✓ A can-do attitude and willingness to go above and beyond
- ✓ Proven ability to multi-task and prioritise work
- ✓ Be knowledgeable and respectful of Maori Tikanga
- ✓ Have knowledge and respect for māori tikanga

Person Specifications / Attributes

- ✓ Proven ability to think, analyse and act objectively
- ✓ Able to separate personal bias and operate from a collective benefit perspective
- ✓ Capable and willing to uphold an operational and collective position in a challenging environment
- ✓ Behaves consistently with clear personal values that complement those of the organisation
- ✓ Independently competent and able to work as part of a team
- ✓ Has an affinity for the aspirations of Ngāti Whātua o Kaipara – supports others and shows respect and positive regard for them in any situation.
- ✓ Provides others with a clear direction by making prompt, clear decisions which may involve tough choices or considered risks
- ✓ Adept at establishing good relationships with key stakeholders
- ✓ Plans ahead and works in a systematic and organised way by adhering to directions and procedures.
- ✓ Focuses on customer satisfaction and delivers a quality service to the agreed standards
- ✓ Works hard and puts in extra discretionary effort when it is necessary
- ✓ Accomplishes personal targets, contributes to team objectives and furthers organisational goals
- ✓ Strong ability to act with determination and to persist through difficulties by investing energy and using initiative whilst being mindful of organisational standards of practice i.e. ethically, confidentiality, integrity

Working conditions

Role will be based in the office.

Direct Reports

- ✓ None

Delegated Authority:

- ✓ None

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| Approved By: | Brenda Christiansen |
| Date Approved: | 2/3/2018 |
| Reviewed | |