

Te Whakatūranga ō Mahi | Position Description

Poutautoko - Backbone Support

Title	Executive Assistant (EA)		
Reports to	Kaihautū & Pouwhakahaere		
Team	Administration		
Direct Reports	NIL	Total FTE	1.0

Ko wai mātou | Our organisation

The kaupapa for Whaiora was first considered in 1996 at a hui at Papawai Marae, Greytown. Ngāti Moe hāpu, led by Dr Janice Wenn and Kim Workman structured a proposal for a 'by Māori for Māori' community-based health service for the Wairarapa. Initially Whaiora Whanui was developed under the umbrella of the Ngāti Kahungunu Māori Executive, Taiwhenua (NKMET). With the mandate from Wairarapa hapū, Whaiora Whanui became an autonomous entity and was established as a Charitable Trust on 13 December 2000.

Whaiora provides a range of community health and social services to the Wairarapa community, our boundaries are Pukaha Mt Bruce to Remutaka Summit – we also work with whānau in Eketahuna.

Our services include a Very Low-Cost Access Medical Centre for Masterton residents.

VISION

Wairarapa He Waiora / Wairarapa A Place of Wellness

MISSION

He rarapa I nga ahuatanga e u ai te ha o te ora / To pursue and participate in ways of bringing about wellness.

Tēnei tūranga | About the role

As an experienced Executive Assistant, you will deliver effective and efficient coordination for Te Kāhui Tātāki (Senior Leadership Team) and actively collaborate and engage with colleagues both internally and externally.

You will provide high quality, timely, one-to-one executive support to the GM and Pouwhakahaere, including dealing with matters of a highly confidential and sensitive nature.

Essential Functions

To be effective and succeed in this role you will have proven capabilities and experience in providing support to a senior manager. You will be responsible for displaying leadership attributes and driving service delivery within the team.

Matters which must be referred to the Kaihautū or Pouwhakahaere:

- Where a senior response is required
- Where the level of risk is such that Kaihautū or Pouwhakahaere needs oversight
- Where there is uncertainty about the appropriate level of approval

Key Result Area	Expected Outcomes / Performance Indicators (Position Specific)
Managerial support for the leadership team is efficient	Provide advanced diary management with a strong focus on forward planning and time management ensuring the Kaihautū and Pouwhakahaere achieves their key priorities.
	Manage the Kaihautū and Pouwhakahaere correspondence in a way that ensures they are investing their time on the right outcomes and deliverables.
	Respond effectively to internal and external stakeholders on behalf of the Kaihautū and Pouwhakahaere as necessary
	Make good decisions about what information is needed by whom for the effective administration of the team.
	Partner and collaborate with the other key members of the Administration team providing support to those members wherever possible.
	Build collaborative and positive working relationships with staff across Whaiora as well as all key stakeholders, internal and external.
Continuous Quality Improvement for the organisation	Contribute to the improvement and development of administrative processes, procedures and systems.
Board and Operations hui are organised	Collation of Board of Trustee and sub-committee Report Packs
	Meeting agenda and packs issued 7 days prior to meeting. Minutes produced for Snr Management, Health and Safety is clear and concise

Key Result Area	Expected Outcomes / Performance Indicators (All Whaiora Kaimahi)
An Accountable System	<ul style="list-style-type: none"> • Champion connections with whānau, hapū and iwi Māori to promote whānau voice and improve whānau service experiences and outcomes. • Promote development of a culturally safe workforce supporting others to better understand their own cultural perspectives to advance the work of the organisation across a range of social contexts. • Demonstrate life-long learning in cultural safety, holding themselves accountable for providing culturally safe leadership, service design and delivery.
Collective Impact	<ul style="list-style-type: none"> • Support the pursuit of Māori health gain and achieving equitable health outcomes for Māori including tāngata whaikaha through the application of hauora models. • Support the dismantling of policies, procedures and practices that cause inequity.
Health and Safety	<p>Take responsibility for meeting Whaiora obligations under the Health and Safety at Work Act 2015 by:</p> <ul style="list-style-type: none"> • Observing Whaiora H and S procedures. • Participating in health and safety initiatives and training. • Providing suggestions for improvement of health and safety. • Reporting all accidents/incidents, near misses and symptoms of discomfort. • Identifying and reporting workplace hazards.
Indigenous Health System	<ul style="list-style-type: none"> • Influence the application of mātauranga Māori, te reo and tikanga Māori in compelling and constructive ways of aligned with organisational vision. • Promote wairuatanga as determinant of your own wellbeing and that of your team. • Knowledge and application of kaupapa Māori methodologies and frameworks as it pertains to the role.
Risk Management	<ul style="list-style-type: none"> • Identify any people related, reputational and/or organisational risks and take action to minimise their impact. • Effectively manage and escalate risks with proposed appropriate mitigation where necessary.
Sustainable and Equitable Resourcing	<ul style="list-style-type: none"> • Support the secure use of digital tools that foster organisational effectiveness. • Maintain positive working relationships with colleagues within public and private sectors, related industry and community interest groups and the wider local, regional, national communities as required for the role.
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Demonstrates an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way. • Provide leadership to colleagues, supporting them to understand the organisation's Te Tiriti stance, and its application to their work in the workplace.

Whānaungatanga | Relationships

Internal	External
<ul style="list-style-type: none"> • Te Kāhui Tātāki (Management Team) • Human Resources • Finance Lead • Whaiora Board 	<ul style="list-style-type: none"> • External stakeholders: <ul style="list-style-type: none"> ▪ Government Agencies ▪ Providers ▪ Suppliers

Ngā Āhuatanga | About you

You will have	Essential: <ul style="list-style-type: none"> • Previous experience in an Executive Assistant role providing support to Management. • Be flexible and adaptable in the work environment. • Advanced skills in the MS Office Suite • Excellent organisational skills along with the ability to think ahead, use initiative, establish priorities and meet deadlines whilst preserving the highest levels of accuracy and confidentiality. • Excellent interpersonal, oral and written communication skills and the capacity to manage relationships at all levels, including with senior officials and with health sector leaders. • A full, clean, current driver's licence • Vapefree and Smokefree
You will be able to	Skills <ul style="list-style-type: none"> • Attention to detail • Work within a team and communicate effectively with all key stakeholders • Excellent verbal, written and interpersonal communication skills • High level of integrity and professionalism • Ability to maintain confidentiality and discretion