



Te Ātiawa o te Waka-a-Māui Trust

Position Description

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| Title | Executive Assistant to the Board Chairperson and Board Trustees |
| Reports to | Board Chairperson |
| Location | Waikawa, Waitohi (Te Tau Ihu) |
| Hours | 20 hours |
| Application closes: | Friday 24 th September 2021 |
| Values and Guiding Principles | <p>Manaakitanga - generosity, contributing and caring, behaviour that gives more than it demands or takes</p> <p>Whanaungatanga – pride and dignity in our relationships</p> <p>Kaitiakitanga – the responsibility of guardianship and stewardship</p> <p>Pūmau – unity and commitment</p> <p>Āta Kitenga – Transparency, accountability, and communication</p> <p>Tika – fairness</p> <p>Pono – Honesty and openness</p> <p>Tino Rangatiratanga – self determination</p> |
| Purpose | The purpose of the role is to provide professional timely and responsive administrative, business and executive support to the Te Ātiawa o te Waka a Maui Trust Board Chairperson and Board Trustees. |
| Accountabilities | <ul style="list-style-type: none"> • Anticipate and manage business timetabling and other ongoing requirements of the Board Chairperson in line with priority business objectives. Monitor timetables for regularly scheduled events, deadlines and reports and provide scheduling, bring-ups, resources and contacts as required for the Chairperson’s early attention to upcoming priorities. • Plan and organise internal and external events for the Board Chairperson as required, including Board meetings and other events. • Provide executive assistance to the Board Chairperson and Board meetings. • Provide administrative services for the Board Chairperson, including preparation (and drafting as required) of agendas, papers and other resources. |

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| | <ul style="list-style-type: none"> • Filter, respond to and prioritise emails, diary entries, telephone contacts and incoming/outgoing correspondence, as well as screening, assessing and managing requests. • Develop excellent working relationships with people at all levels both within the organisation and with stakeholders. • Support the Board Chairperson to ensure internal policies including the Trust Deed are adhered to. • Oversee all domestic and travel arrangements for the Board Chairperson and Board Trustees. • Collate reports, resources, information and materials required by the Board Chairperson. • Oversee the provision of reports, resources, information and materials being supplied from the Board Chairperson to the Board Trustees, Chief Executive Office and external stakeholders. • Undertake other tasks from time to time as agreed with the Board Chairperson. <p>Te Tiriti o Waitangi</p> <ul style="list-style-type: none"> • Commit to recognising and acting upon the articles of Te Tiriti o Waitangi; <ul style="list-style-type: none"> o Kāwanatanga o Rangatiratanga o Ōritetanga • Contribute to the improvement of Māori wellbeing. <p>The position description may be varied from time to time, to reflect that role may evolve over time and/or to reflect the changing requirements of Te Ātiawa o te Waka-a-Māui. Your input will be sought prior to making any changes to your position description.</p> |
| <p>Essential skills and experience</p> | <ul style="list-style-type: none"> • Advanced experience and skills in executive management including Microsoft Office Suite (Word, Excel, Outlook and PowerPoint), drafting business correspondence, responses and minutes. • Refined relationship management skills and the ability to anticipate and resolve issues arising. • Effective oral and written communication skills, both business and interpersonal. • Able to work effectively with a diverse group of people who may have different skills and working styles. • Able to see both the operational and strategic levels – can see the wider picture. |

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| | <ul style="list-style-type: none">• Able to support an environment that promotes open communication, teamwork, innovation and customer focus through a Whanau Ora lens.• Able to adapt rapidly to constantly changing situations and be comfortable with ambiguity.• Committed to teamwork and customer focus i.e., makes exceptional effort to deliver high levels of customer service and to help other team members.• Respond confidently and competently to complex, unusual and unexpected problems that may arise. |
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TE ĀTIAWA
O TE WAKA-A-MĀUI