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| Role Title | Executive Assistant |
| Reports to | Chief Executive (CE) |
| Key Working Relationships | <ul style="list-style-type: none">• CE, Board of Directors, Whai Rawa managers and staff, Ngāti Whātua Ōrākei Trustees and staff• Other relationships: Professional advisors and suppliers |
| Ko wai mātou About us | |
| <p>Ko Māhuhu-ki-te-rangi te waka Ko Maungakiekie te maunga Ko Waitematā te moana Ko Tuperiri te tangata Ko Ngā Oho, ko Te Taoū, ko Te Uringutu ngā hapū Ko Ngāti Whātua te iwi</p> <p>Ngāti Whātua Ōrākei Whai Rawa</p> <p>Ngāti Whātua Ōrākei is the mana whenua of central Tāmaki having held ahi kaa in the rohe for generations. Ngāti Whātua Ōrākei Whai Rawa is the commercial investment company responsible for protecting and growing the commercial assets to support our whānau to fulfil their aspirations.</p> <p>Underpinned by our mātāpono, Whai Rawa strives to be a leading business. With over 160 hectares of whenua across Tāmaki Makaurau, we are committed to building enduring, sustainable communities.</p> <p>Nga Mātāpono Our values</p> <ul style="list-style-type: none">• Tino rangatiratanga (being self-determining and self-reliant)• Rangatiratanga (demonstrating leadership)• Manaakitanga (whānau at the core and caring for others)• Whanaungatanga (embracing our whakapapa and relationships)• Kōtahitanga (united and working as one), kaitiakitanga (protecting our taonga)• Mana taurite (ensuring whānau are provided with equal access to opportunities)• Ahi kaa (upholding the mana of the hapū across Tāmaki Makaurau)• Wairuatanga (acknowledging spirituality is a key component to our identity and wellbeing) | |
| Purpose | |
| <p>The purpose of this role is to provide confidential secretarial support to the CE, WRL Board of Directors and management team and efficiently manage the office of Ngāti Whātua Ōrākei Whai Rawa Limited (WRL).</p> | |
| Areas of Accountability | |
| <p>Executive Assistant</p> <ul style="list-style-type: none">• Provide a high level of proactive secretarial and administrative support to the CE.• Proactively screen and deal with calls and other correspondence; use initiative to refer enquiries for the CE to other relevant people to resolve.• Draft responses for the CE. | |

- Alert the CE to any potential issues – board, media, stakeholder, etc.
- Organise meetings and maintain the CE's calendar.
- Maintain a business-wide awareness of critical dates, activities and issues.

Board Secretary

- Provide secretarial and administrative support to the Chairman and Directors as required.
- Set annual Board meeting timetable in conjunction with the CE and Directors.
- Compile agendas for Board meetings.
- Compile Health & Safety Monthly Incident Report for inclusion in the Board report.
- Prepare and distribute Board meeting papers to Directors within the timeframes set by the Chair of the Board.
- Take the minutes at the Board Meeting and once approved, circulate to Board members.
- Ensure 'Action Items' resulting from Board meetings are followed up and the Action Items document is updated, in conjunction with the CE.
- Ensure 'Resolutions' are appropriately logged from the meeting minutes following each meeting.
- Manage all Board meeting day logistics.
- Manage Board events such as site visits, dinners or hosting events.
- Plan and manage WRL participation at the Ngāti Whātua Ōrākei Trust AGM if required.

Office Management

- Liaise with suppliers and maintain effective working relationships; review contracts from time to time to ensure best value.
- Ensure filing and management of records, correspondence and communication is accurate, up to date and readily accessible.
- Establish and maintain paper and electronic filing systems, storage and destruction.
- Monitor Whai Rawa emails and respond as appropriate, forward invoices to Accounts Payable.
- Produce, collate and proof-read correspondence, documents and presentation material as required.
- Assist with the compilation and preparation of external communications including the Annual Report.
- Manage team meeting agendas and minute meetings as required, follow up on matters arising and scheduling of future meetings.
- Ensure onboarding and off-boarding documents are sent to the IT providers
- Raise Purchase Orders for purchase of new IT equipment.
- Ensure the smooth day to day running of the office by collecting newspapers and milk, purchasing stationery and kitchen supplies, arranging couriers, liaising with office cleaners and other service providers and maintaining the security register for access fobs for the office and carpark.
- Assist the CFO with administration of Group companies, including maintenance of Statutory Records and Companies Office filings.

Other tasks and projects as may reasonably be required.

Understand and adhere to Company and statutory requirements on Health & Safety issues.

Qualifications, Experience & Capabilities

Minimum 5 years relevant experience.

Previous experience supporting a board and exposure to corporate governance.

Advanced MS applications. Diligent Board and MS Styles an advantage.

Organised but flexible enough to deal with constantly shifting priorities.

Resilient – pushing back in a constructive fashion, that manages expectations.

Proven organisational skills.

Able to work on own initiative and to have a solutions-orientated approach.

Positive attitude with a willingness to provide the highest levels of internal and external service. Trustworthy and confidential.

Strong team player – able to work seamlessly with the organisation.

Adaptable to ambiguity, different environments, expectations and personalities and constant change.

Highly effective communicator.

Ability to work accurately and effectively under pressure.

Ability to take control in crisis situations, to work extended hours when required and provide administrative and secretarial support to the highest level.

Personal Attributes

Highly competent and courteous when working with stakeholders. Communicates effectively, demonstrates enthusiasm in stakeholder interactions. Remains calm in stressful situations. Makes an extra effort to find solutions to business problems. Effective at building relationships.

Calm and relaxed under pressure. Resilient to stress.

Enjoys engaging in multiple tasks at the same time on the job. Tendency to enjoy and do well in a job which requires tasks to be completed simultaneously.

Identifies relevant pieces of data quickly and accurately, producing high quality work.

Works in an organised manner. Produces quality work. Consistent in both work style and behaviour. Reliable, diligent organised and careful. Excellent time keeping, well prepared, and pays careful attention to follow up actions.

Demonstrates a strong ability to solve problems in the workplace. Adapts quickly to tasks that require ongoing skill acquisition and the assimilation of information from numerous sources. Highly competent interpreting new, complex or technical information and relaying complex information to others. Uses multiple problem-solving techniques to solve complex problems.

Key Performance Indicators

High degree of Board satisfaction with secretarial services provided.
Effective and efficient management of the office.