

## **Executive Assistant & Governance Administrator – Position Description**

### **Te Whānau Tupu Ngātahi o Aotearoa | Playcentre Aotearoa Vision/Mission:**

Whānau Tupu Ngātahi - Families growing together.

Playcentre is a family organisation where:

- we empower adults and children to play, work, learn and grow together
- we honour Te Tiriti o Waitangi and celebrate people's uniqueness
- we value and affirm parents as the first and best educators of their children so that whānau are strengthened and communities enriched

### **Purpose of the Position**

The Executive Assistant is responsible for the providing high quality administration support to our Chief Executive, and the Board of Trustees. This is a role that works closely with members of the National Service Centre team and manages resources to ensure the delivery of streamlined administrative support.

Please note this job description may change from time to time as reasonably required by Playcentre Aotearoa.

### **Place of Work**

National Service Centre

### **Reporting**

Executive Assistant – reports to the Chief Executive

### **Direct Reports**

- Office Administrator

### **Delegations**

- Financial Delegations as specified in Playcentre's Delegated Authorities Policy and Schedule



“Whānau tupu ngātahi – families growing together”



## Key Relationships

- Chief Executive
- Playcentre Co-Presidents
- Trustee Board
- National and Regional Management team
- External stakeholders
- National Service Centre staff

Key accountabilities	
Leadership	<ul style="list-style-type: none"><li>• Consistently behaves in an honest, ethical and professional manner. Promotes and advocates for the highest of personal and professional behaviour, and evaluates the performance of staff in the light of those values.</li><li>• Set objectives and drives results and actively shares knowledge and expertise.</li></ul>

Role Specific	<ul style="list-style-type: none"> <li>• Proactively manages Chief Executive’s email and calendar including forward planning and understanding and prompting them of their daily priorities.</li> <li>• Supports National Management Team and Board meetings including agendas, minutes and coordinating follow up actions.</li> <li>• Manages Chief Executive and Board travel and accommodation requirements.</li> <li>• AGM organisation and minute taking</li> <li>• Builds and maintains strong collaborative working relationships within Playcentre Aotearoa and with external stakeholders.</li> <li>• Leads event planning, coordinating with internal and external stakeholders to ensure all possible arrangements are made to ensure the smooth running of events.</li> <li>• Provides administrative support for the Board including meetings and minute taking.</li> <li>• Sets up meetings with internal and external stakeholders.</li> <li>• Supports and identifies opportunities for the improvement and automation of systems and processes.</li> <li>• Supports the implementation of new processes where required.</li> <li>• Provides administrative assistance to the wider support team in their roles from time to time.</li> <li>• Maintain and ensure records are up to date and are appropriately accessible.</li> <li>• Monitors the Policy and Procedure review dates and notifies relevant Policy Owner on review due date</li> </ul>
Bi-cultural partnership	<ul style="list-style-type: none"> <li>• Participate in ongoing Treaty and Bicultural related training and other appropriate professional development.</li> <li>• Encourage and understand the importance of the dual heritage of New Zealand/Aotearoa.</li> <li>• Recognise the principles of Te Tiriti o Waitangi and how they relate to Playcentre.</li> </ul>
Centre focused	<ul style="list-style-type: none"> <li>• All Playcentre employees have responsibility for ensuring that their role and contribution (whether directly or indirectly) in the development, co-ordination and provision of services or support, proactively helps centres to be able to undertake their work upholding and promoting Playcentre Aotearoa values and philosophy.</li> </ul>

Health and Safety	<ul style="list-style-type: none"> <li>• Undertakes work safely complying with the Health &amp; Safety at Work Act 2015 and taking responsibility for your own actions.</li> <li>• Complies with all H&amp;S information instruction, Playcentre policies and procedures, training and supervision.</li> <li>• Reports any health &amp; safety hazards, risks and incidents in the workplace immediately.</li> <li>• Complies with all requirements of return to work and rehabilitation plans.</li> </ul>
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<b>Key competencies</b>	
Pou Hono: Valuing Māori	<ul style="list-style-type: none"> <li>• Actively engages in promotion of Māori cultural values.</li> <li>• Recognise that others will bring/apply their cultural perspective to all discussions, decisions and actions.</li> <li>• Identifies cultural perspectives and bias in others and challenges their views in a manner that would cause them to self-reflect.</li> </ul>
Analytical thinking	<ul style="list-style-type: none"> <li>• Makes considered decisions and establishes clear goals and priorities to achieve desired outcomes.</li> <li>• Approaches problems analytically, from a variety of perspectives, identifying immediate and long-term consequences.</li> </ul>
Building relationships & Confidentiality	<ul style="list-style-type: none"> <li>• Ability to establish trust and confidence of stakeholders.</li> <li>• Honest, respectful and open in delivery of communication.</li> </ul>
Communication with influence	<ul style="list-style-type: none"> <li>• Earns respect through competence in role and acting with honesty and integrity.</li> <li>• Solution focused.</li> <li>• Be available for the Playcentre community to find a common ground and viable solutions that meet their needs as well as the needs for the centres.</li> </ul>
Consultation & collaboration	<ul style="list-style-type: none"> <li>• Provide reliable advice to support stakeholders (internal and external) and build trust.</li> <li>• Draws on own knowledge and expertise to provide relevant advice to stakeholders.</li> </ul>
Delivering results	<ul style="list-style-type: none"> <li>• Is action oriented, having the energy, motivation, positivity and commitment to excellence to ensure achievement of results.</li> <li>• Consistently achieves priority goals, seizes challenges, deals with any knock backs, and keeps themselves and others focused on achieving the required outcomes.</li> </ul>

## Person Specification

### Skills and Attributes

- Organised - excellent time management abilities, planning work around deadlines and tight timeframes with ability to multitask.
- Experience of working for a Chief Executive in a national organisation with regional offices
- Great attention to detail.
- Excellent relationship management skills - proven ability to interact effectively, appropriately and confidently with a range of stakeholders and to foster trusted relationships.
- Display discretion, a 'cool head' and professionalism
- Enjoys working collaboratively with a 'can do' attitude.
- Excellent communication skills, both oral and written.
- Recognises the "big picture" in issues while also attending to detail.
- Proficient in use of Microsoft Suite and Technology
- Motivated and results orientated.
- Positive attitude with proven customer focus.
- Demonstrated experience in providing administrative support to executives or senior level team members.
- Committed to Playcentre philosophy and values.