

PART A: JOB SUMMARY

To provide clear goals, expectations and feedback so that each member of the team can significantly multiply their contribution to WellingtonNZ and to their own success.

Name of role:	Executive Assistant to the Chief Executive Officer
Reports to:	Chief Executive Officer
Direct Reports:	Nil
Date:	November 2020
Purpose of the job:	To fully support the Chief Executive and other members of the SLT as required in the performance of their role by effectively managing his schedule and performing a variety of administrative, secretarial and other duties.

PART B: JOB DESCRIPTION

Key responsibilities: Specific actions, tasks or areas of responsibility this role will oversee.

Area of responsibility	Actions/ Tasks
CEO Support	<ul style="list-style-type: none"> • Provide efficient administrative support, maintaining the confidentiality of CEO’s office at all times • Management of CEO’s electronic diary, ensuring appointments are made on a non-conflict basis • Assess priority/urgency of appointments and suggest reallocation if appropriate • RSVP to function and event invitations as required • Organise CEO-hosted events and meetings, including room set up/breakdown as required e.g. Quarterly all-staff meetings, stakeholder events • Ensure CEO is equipped with relevant information for meetings, e.g. bios, organisation profiles etc • Assist with logistics around CEO speaking opportunities • Assist with PowerPoint presentations for speaking opportunities • Monitor deadlines requested by CEO with regard to reports/information scheduled for delivery

	<ul style="list-style-type: none">• Manage internal/external relationships to ensure all contact with CEO's office is efficient and professional• Ensure CEO is aware of any issues or changing priorities internally and externally, with regard to day to day operations and projects• Word process correspondence, notes, reports as required
Board support	<ul style="list-style-type: none">• Board Secretarial duties including:<ul style="list-style-type: none">○ Collation of Board papers and distribution of board papers○ Board meeting preparation○ Minute taking and distribution of Board minutes○ Arranging of Board meetings○ Room/venue setup and breakdown○ Liaison with Board Chair and Directors as required○ Induction packs for new Board members○ Upkeep of Companies Office website information○ Maintaining the Board motions register, attendance register and Interests register○ Working with SLT members on board papers○ Manage board pack timeline to get papers out to Board in time• Administrator for Diligent Board app
Administration	<ul style="list-style-type: none">• Arrange CEO's conference registrations, including travel and accommodation if required• Arrange CEO's ad-hoc domestic & international travel and accommodation• Code and prepare invoices for payment ensuring CEO sign off• Complete credit card reconciliations and personal reimbursements for CEO and self• Maintain effective electronic and hard copy information retrieval systems

<p>Other</p>	<ul style="list-style-type: none"> • Reception backup • Support wider Senior Leadership team with project support or during busy periods, as and when required • Any other duties as may be reasonably required
<p>Health, safety, wellbeing and compliance</p>	<ul style="list-style-type: none"> • Take an active role in identifying and mitigating any health and safety risks to yourself and others • While at work, take reasonable care for your own health and safety and ensure what you do does not negatively affect the health and safety of others • Comply, as far as you possibly can, with any instructions, policies, procedures or guidelines given by WellingtonNZ in relation to health, safety and compliance • Report any potential hazards or risks to health and safety or the environment as soon as is possible to take immediate action to minimise or mitigate these if it is not potentially harmful to your own health and safety
<p>WellingtonNZ collaboration</p>	<ul style="list-style-type: none"> • Maintain a “WellingtonNZ-wide” perspective with all of your work • Consider how your role links and contributes to other areas of WellingtonNZ, and actively engage when required • Communicate with fellow WellingtonNZ colleagues on work, initiatives and projects • Actively collaborate and participate in WellingtonNZ-wide initiatives and projects

Job outcomes: Visible and measurable evidence of success in this role.

<p>Outcomes / results</p>	<p>Target Measure</p>
<p>CEO Support</p>	<ul style="list-style-type: none"> • CEO is fully prepared and has sufficient time to attend events, meetings and CEO speaking opportunities through effective diary management. • In tune with CEO’s priorities and understanding of the level of urgency and priorities • CEO-hosted events and meetings are well-organised, run to schedule with desired outcomes. • CEO resources are prepared to a high standard and on time • All stakeholders, both internal and external experience professional and efficient assistance

Board Support	<ul style="list-style-type: none"> • Board papers are collated and distributed in a timely manner • Board meetings are arranged and set up to the required standard • Minute taking and registers are distributed/maintained to a high and accurate standard and where required, distributed in a timely manner
Administration	<ul style="list-style-type: none"> • All travel and accommodation is arranged on time and within budget • Invoices and expenses are coded correctly and submitted in a timely manner • Information is stored effectively, securely and in a logical format

Competencies: Specific skills, traits and competencies necessary to be successful in this role.

Competency	Description of competency
Functional skills and experience	<ul style="list-style-type: none"> • Past experience as an Executive/ Personal Assistant at a senior level • Demonstrates excellent written and verbal communication skills with minute-taking ability • Demonstrates the ability to maintain confidentiality, professionalism and flexibility • High level of IT competency, e.g. advanced-level skills in Word, PowerPoint, and an intermediate level knowledge of Excel (Experience using Diligent software would be helpful) • Demonstrates competent solution-based approach • Exercises discretion, diplomacy, dependability and accountability • Highly organised with a strong eye for detail • High level of initiative, tact and independent judgment
Creating a vision	<ul style="list-style-type: none"> • Understanding the strategic context • Challenging the status quo • Accepting challenges • Committing to the vision
Leading with purpose	<ul style="list-style-type: none"> • Living our values • Having the courage to question and speak up • Adapting your style to meet individual needs
Making things happen	<ul style="list-style-type: none"> • Giving timely and constructive feedback

Competency	Description of competency
	<ul style="list-style-type: none"> • Staying close to the issues • Collaborating for better decision-making • Recovering quickly from setbacks
Building an awesome team	<ul style="list-style-type: none"> • Valuing uniqueness and differences in others • Trusting others • Sharing information, collaborating and helping others
Being authentic and inclusive	<ul style="list-style-type: none"> • Recognising you own strengths and areas for development • Asking for and responding positively to feedback • Questioning and challenging others with respect • Owning your mistakes.

Values: Our purpose & values which bring to life WellingtonNZ’s aspired culture.

Our purpose	Our organisational values	Our culture
To make the Wellington region wildly famous	Do it together Dare to be different Show the passion Find the fun Focus on the customer	Collaborative People centered Supportive Constructive Open Recognition Celebrate success Empowerment Ownership Accountability Learning, coaching and personal growth