

## Position Description

Role Title: Pou-Taituarā Matua - Executive Assistant  
Reporting to: Kaiwhakahaere Matua - Chief Executive

Direct reports: None  
FTE: Full time position  
Date created: March 2021

### About Te Kaunihera Rangahau Hauora o Aotearoa - The Health Research Council

Te Kaunihera Rangahau Hauora o Aotearoa - The Health Research Council is a Crown Agency dedicated to improving the lives of the people of Aotearoa. We invest over \$120m of taxpayer funding each year in high-quality, high-impact research that saves lives. Our mission is to ensure that the NZ health research system tangibly improves health and wellbeing for the people who need it most, now and in the future. We are committed to meeting our obligation under Te Tiriti o Waitangi to achieve health equity for Māori, and for all other people in Aotearoa. As an organisation, we are embedding this commitment at the heart of all aspects of our operation, including our staff recruitment practices.

### Purpose of this role

The Pou-Taituarā Matua - Executive Assistant provides day to day support to the Kaiwhakahaere Matua - Chief Executive to operate effectively and efficiently. They provide administrative support for Health Research Council (Board) meetings (approx. monthly) and for Executive Leadership Team meetings. They bring a genuine desire to support the organisation, willing to share workload, skills and knowledge as part of a team.

### Key Relationships

**Internal:** The Chief Executive, Executive Leadership Team, Council Members and staff.  
**External:** External stakeholders on behalf of the Council, Chief Executive and Executive Leadership team as required.

### Key Responsibilities

- Coordinating meetings and supporting the Chief Executive to manage their calendar.
- Meeting organisation including arranging virtual meetings, venues, catering and travel for attendees.
- Preparation of meeting agendas, minutes and action lists, and coordination of supporting documents, for Council (Board) and Executive Leadership Team meetings.

- Electronic and paper-based record keeping, filing and storage for ease of access and to meet audit requirements.
- Triage incoming mail, email, phone calls and other requests for the Chief Executive, drawing attention to urgent and/or important matters.
- Compilation of Chief Executive's expense claims and reports.
- Provide support for agendas, minutes and action lists for other regulatory and advisory Committees when needed.
- Provide other assistance to the Chief Executive and Executive Leadership Team as required and as appropriate.

## Key Experience

- Minimum of 5 years' experience providing executive assistance
- Minimum of 2 years' experience providing administrative support for Boards (organisational governance)
- Experience working in an organisation for which accountability to government, taxpayers, Te Tiriti o Waitangi and tangata whenua is critical.

## Key Skills & Knowledge

Required:

- An understanding of Te Tiriti o Waitangi and the special status of Māori as tangata whenua
- Able to comfortably engage with Te Ao Māori and utilise Te Reo Māori at some level in conversation and workplace communications
- Communication skills, both written and verbal, appropriate for a wide variety of stakeholders
- Discretion and respect for privacy and confidentiality
- Organisation and time management skills
- Expertise with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams, OneDrive)
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Highly valued:

- Proficiency in Te Reo Māori
- Proficiency with Diligent Board Management Software

## Key Attributes

- Committed to equity in the context of Aotearoa, particularly regarding our obligation under Te Tiriti o Waitangi to eliminate health inequity for Māori
- Motivated, solution-focused, and shows initiative
- Flexibility and adaptability in a dynamic environment
- Integrity, honesty, and reliability
- A growth / continual learning mindset
- Works collaboratively and contributes positively in a team environment
- Willing to share workload with other administrative staff to mutual benefit according to annual peaks and troughs
- Willing to share learnings and learn from others to continually improve administrative support practices across the organisation