Position Description

Position Title:	Executive Assistant	**Location:**	Ahuriri
Direct Report	CEO	**Leadership Group:**	Executive Leadership
Reports to you: N/A			
Service Team: Chief Executive Officer and Executive Leadership			
Our Mission:	**Walking with Whānau to Wellness**		
Our Purpose:	**Supporting whānau navigating mental health and addiction. We empower whānau resilience to live independently within their community.**		
Our Values:	**Whānaungatanga, Aroha, Courage, Rangatiratanga, Manaakitanga**		

Key Relationships
Internal Service Teams: All Levels **–** CEO,ELT (CCO,COO,CPCO), Project/programme managers, all contributors to governance packs
External Stakeholders: All levels – Board Chair/Trustees, Funders, Auditors, Partners and suppliers, Event stakeholders,
Financial Delegation: Yes – within prescribed limits
Recruitment: No
Delegation: Authority per Delegation process, including spending for governance/events, travel approvals and document publication rights.

Overall Purpose of Position
Provide high-level executive support to the CEO and ELT, ensuring governance processes run seamlessly and organisation priorities are delivered. Coordinate the operating rhythm, produce accurate and timely Board and ELT materials, track actions to closure, manage calendars and stakeholder interfaces and uphold information governance and confidentiality. Act as a trusted partner to the CEO anticipating needs and enabling effective decision-making.

TASK	DUTIES & RESPONSIBILITIES
Executive and Governance Support	-Provide high-calibre executive assistance to the CEO and as needed the ELT, ensuring priorities are delivered efficiently and confidentiality -Design and maintain the operating rhythm for the CEO and ELT meetings, including agenda, pre-reads, templates and publishing timelines -Act as governance secretary if needed, ensuring compliance with document control, confidentiality protocols and audit readiness -Undertake any other reasonable requests to support the CEO's priorities
Board and ELT Pack Coordination	-Lead production of Board and ELT packs, coordinating inputs, data and narratives from multiple contributors

	-Apply version control and quality checks to ensure error-free materials aligned with governance standards -Manage last-minute changes without compromising accuracy or deadlines
Action Tracking	-Track decisions and actions from Board and ELT meetings maintaining dashboards and status reports -Escalate overdue actions to the CEO and ensure timely closure of commitments
Meeting Management and Records	-Prepare briefs, minute meetings to standards and maintain accurate records of resolutions and decisions -Ensure structured, accessible filing systems for organisational memory and audit compliance
Calendar, Logistics and Stakeholder Coordination	-Manage CEO diary and prioritisation rules, resolving conflicts and ensuring stakeholders satisfaction -Coordinate travel, venues and logistics for CEO and ELT engagements
Information Governance	-Maintain Board Effect and other governance platforms ensuring permissions, privacy and confidentiality are maintained -Support discovery requests and compliance with information governance standards
Process & Template Improvement	-Driver continuous improvement of governance workflows, templates and contributors training -Document changes and embed best practice across governance processes
Expense and Travel Administration	-Process CEO and ELT travel and expense claims in line with policy -Reconcile supplier invoices and monitor compliance
Culture and Team Support	-Constructive workplace relationships are maintained at all time -Uphold organisational values and professional standards, acting as a trusted interface between the CEO, Board ELT and stakeholders -Demonstrate flexibility and willingness to support a variety of tasks aligned with organisational priorities
Health & Safety Compliance	-Support the CEO and leadership team in promoting a safe and healthy workplace culture -Ensure compliance with Health Safety Work Act (HSWA) 2015 is adhered to. -Ensure health, safety, security and wellbeing policies and procedures are understood, followed and implemented -All hazards are reported and controlled in accordance with Health and Safety policy

PERSON SPECIFICATION	
Skills, Knowledge & Experience Required	**Personal Attributes**
-Extensive EA/Board Secretariat experience supporting CEO/ELT -Advanced M365 proficiency (Teams, Share Point, Planner, One Note, PowerPoint -Document control and minute-taking excellence -Stakeholder coordination and logistics -Advanced reporting writing and Dashboard experience	-Professional, discreet and resilient -Process-minded, continuous improvement focus -Service-orientated builds strong relationships -Strong understanding and alignment to Te Tiriti o Waitangi and the principles -Strong understanding of lived experience and peer led support -Professional ethical and alignment to the organisations values, mission and code of ethics