



**Job Title:** Kaiāwhina Roopu Manahautū / Executive Assistant  
**Hours:** 37.5 hours per week  
**Department:** Executive Office  
**Reports to:** Manahautū Mahi/ Chief Operating Officer and Kaiārahi Tari Manahautū/  
Executive Office Team Lead

**Organisational expectations:**

Te Puna Ora O Mātaatua expects all employees to maintain acceptable standards of conduct at all times having regard to the reputation of the Organisation and the welfare of the Clients they serve.

Te Poutokomanawa o Te Puna Ora is a framework that underpins everything we do at Te Puna Ora o Mātaatua, and staff are required to have a strong commitment to the principles outlined in the framework.

Employees will carry out their duties in a professional manner while observing all codes, legal requirements and policies and procedures of Te Puna Ora O Mātaatua.

Flexibility in hours may be required to ensure deadlines are met.

**Key Responsibilities:**

- Ensure all administration support is provided to the Manahautū Mahi / Chief Operating Officer (COO), including processes, systems and escalation requirements
- Ensure mahi produced by EA team is of the utmost confidentiality, and high quality at all times
- Oversee the co-ordination of all logistical arrangements pertaining to the COO, ensuring COO is well-prepared for all meetings
- Proactively co-ordinate the management of the COO's workflows, calendar conflicts, and ensure key meetings and events are diarised appropriately
- Ensure meeting packs for all Board meetings governed by the COO are collated and distributed within agreed timeframes
- Ensure the COO is appropriately and professionally represented at all times
- Work closely with SMG and TL groups to ensure relationship and expectations are managed
- Work closely with direct reports to ensure reports and data is submitted within appropriate timeframes
- Lead and undertake projects on behalf of the CEO and Deputy CE as required
- Actively promote, communicate and role-model exec-lead initiatives across the organisation
- Create and maintain a system to monitor contractual deliverables, timeframes and outputs for all TPOOM contracts.
- Maintain the master spreadsheet for our Te Tuapapa Auaha JV to ensure data integrity across the three providers.
- Maintain a schedule of contracts, reporting deadlines and deliverables for the organisation
- Schedule reporting deadlines with relevant SMG/ELT to ensure contractual deadlines and reporting requirements are met and escalate any suspected delays immediately to the DCE
- Maintain a schedule of auditing requirements across the organisation to ensure teams are well prepared.
- Is responsible for the co-ordination of all new contracts, running RFP hui to ensure that the contracts are set up correctly and monitoring all the actions across SMG & ELT until established and then transitioning to the key service.
- Maintain a schedule of all stakeholder relationships across the organisation (MOUs, Relationship Accords, Joint Ventures etc)
- Carry out additional ad-hoc tasks within reason

- Undertake special systems projects as required
- Liaise with DCE in the event of over-capacity.

**Competencies, abilities and attributes:**

- Experience in a similar role
- Ability to lead small projects
- Excellent analytical, data-entry, and time management skills
- Attention to detail, confidentiality and professionalism
- Self-motivated and ability to prioritise work
- Ability to work under pressure and ensure deadlines are met
- Advanced level of computer literacy
- Ability to engage, develop and maintain relationships with employees and relevant stakeholders of Te Puna Ora o Mātaatua
- Commitment to the Vision and Values of Te Puna Ora o Mātaatua
- Knowledge of Te Reo me ōna Tikanga Māori.