

## Job Description

<b>Position Title:</b>	Executive Assistant – Maternity cover
<b>Reports To:</b>	People and Culture Advisor
<b>Direct Reports:</b>	Nil
<b>Location:</b>	BNZ Centre, Level 3 (west), 101 Cashel Street, Christchurch (Head office) GreenHouse, 146a Lichfield Street, Christchurch Visitor Centre, 28 Worcester Boulevard, Christchurch
<b>Status:</b>	Fixed Term, Full Time
<b>Date:</b>	January 2019

ChristchurchNZ **MISSION:** Ignite bold ambition for Ōtautahi Christchurch

ChristchurchNZ **PURPOSE:** Grow the economy for all

### Job Purpose

The key purpose of this position is to provide executive and team support to positively impact perception of ChristchurchNZ as a credible, capable, connected and efficient organisation.

### Key Accountabilities

<b>Executive Support</b>	<ul style="list-style-type: none"> <li>Calendar management; planning and scheduling meetings, conferences, teleconferences and travel and liaising with other meeting attendees for members of senior leadership team as agreed from time to time.</li> <li>Inbox management; Reading, researching and forwarding correspondence to appropriate parties for action; drafting letters and documents; collecting and analysing information; initiating telecommunications, etc.</li> <li>Provide cover for the Executive Assistants, Executive Assistant Corporate Governance and project coordinators as required for periods of leave or high workload.</li> </ul>
<b>Team Support &amp; internal communications</b>	<ul style="list-style-type: none"> <li>Works closely with management team members and staff to deliver effective internal business communication.</li> <li>Attends team meetings for functional pillar, supports General Managers through draft agenda provision, accurate minute taking and action follow up as required.</li> </ul>

	<ul style="list-style-type: none"> <li>Provides level one ICT support to team members as required and acts as applications expert in respect of CRM &amp; sharepoint use and use of project online</li> </ul>
<b>Reception and General Administration</b>	<ul style="list-style-type: none"> <li>Provide first line reception cover when necessary, over the lunch period but also to cover leave when required, in so far as this is practicable in conjunction with other duties and in conjunction with the reception cover roster</li> <li>Support ChristchurchNZ staff and contractors in the use of pool resources and facilities; including but not limited to, whiteboards, smart boards, pool cars, pool laptops, projectors, software applications</li> </ul>

## ChristchurchNZ ways of working

<b>Leadership</b>	<ul style="list-style-type: none"> <li>Engage with your colleagues in a respectful manner that shows openness, trust and a collaborative spirit</li> <li>Participate fully in team meetings providing updates on project progress, new developments and other relevant information</li> <li>Ensure you are well aware of the main ChristchurchNZ strategies and how your work contributes to them</li> <li>Educate your colleagues on your area of specialisation and how you contribute to the matrix and the ChristchurchNZ strategic priorities focusing on how your work intersects to optimise operational performance</li> <li>Ensure a culture of safety and wellness is maintained both at work and in any environment in which the organisation could be considered to be operating</li> <li>Identify and pursue opportunities to ignite bold ambitions</li> </ul>
<b>Corporate Responsibility</b>	<p><b>Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>In line with and supporting the stakeholder engagement plan, foster genuine, effective and professional relationships with a strong focus on outcomes</li> <li>Disciplined and regular use of CRM to enable a shared understanding of our stakeholders</li> <li>Promote a positive and professional image of ChristchurchNZ at all times in accordance with ChristchurchNZ policy</li> </ul> <p><b>Commercial Capability</b></p> <ul style="list-style-type: none"> <li>In line with and supporting the Revenue and Partnerships strategy, seek to understand the commercial value of what we do, identify potential commercial opportunities and partner to grow and diversify revenue streams</li> <li>Act with integrity and aim to over deliver on our commercial agreements</li> </ul> <p><b>Business Systems &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>Ensure a sound understanding of, demonstrate commitment to and comply with all legislation and company policy relevant to your role and all activities undertaken in that role</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain and produce all organisational records accurately, confidentially, and on time utilising the appropriate business systems</li> <li>• Prepare reports in a timely and accurate manner as required</li> <li>• Approve payments and spending in line with the delegated authority associated with this role</li> <li>• Use the Projects &amp; Contracts Management Office pipeline, processes and policies to ensure effective selection and delivery of projects and contracts that are aligned to organisational priorities and deliver value for money</li> </ul> <p><b>Sustainability</b></p> <ul style="list-style-type: none"> <li>• Maintain a high focus on resource use and disposal to minimise environmental impacts and economic cost</li> <li>• Encourage partners and stakeholders to adopt environmentally sound practices and quality assurance programs</li> </ul> <p><b>Maoritanga</b></p> <ul style="list-style-type: none"> <li>• Demonstrates commitment to the principles of the Treaty of Waitangi by acting in the spirit of participation, partnership and protection</li> <li>• Considers Maoritanga in all aspects of business, and engages with iwi where appropriate</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Comply with the Health and Safety Policy and processes at all times</li> <li>• Take no action or inaction that may cause harm in the workplace or in any environment in which the organisation could be considered to be operating</li> <li>• Follow safe methods and take no unreasonable risks with your own or any other persons' safety</li> <li>• Report all workplace accidents, incidents, near misses and any potential workplace hazards to the relevant Health and Safety Officer or your Manager</li> <li>• Seek assistance or advice where the safe method of completing a job is not known</li> </ul>

## Key Relationships/Customers/ Clients

<b>Internal Relationships</b>	<b>Nature of the Relationship</b>
All ChristchurchNZ staff, contractors and interns	Working in collaboration to achieve business objectives
<b>External Relationships</b>	<b>Nature of the Relationship</b>
External relationships are expected to evolve and change frequently for roles in ChristchurchNZ due to the nature of the organisation.	Stakeholder engagement and service delivery to achieve aligned outcomes

## Qualifications, Knowledge and Experience specification

Excellent diary management skills, including the coordination of complex executive meetings
Strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook

Experience scheduling travel arrangements
Project management experience
Proven competency with level 1 ICT trouble shooting. This includes but not limited to audio/visual conference setup, booking shared resources, displaying presentations, printers, projectors and all Microsoft products
Data entry with a particular emphasis on accuracy and speed
Knowledge of customer service principles
Excellent interpersonal, written, verbal and listening communication skills
Excellent time management skills
Minute taking experience
Demonstrated ability to build effective relationships with people from diverse backgrounds
Modelling appropriate behaviour that supports the ChristchurchNZ culture
Self-directed and highly motivated
Conscious of details while seeing how work fits within the wider team
Ability to work in a collaborative way as part of a project team or individually

## General

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform to contribute to the overall success of the organisation, if asked to do so.