



Position Title	Executive Assistant
Type	Full Time Permanent
Reports to	Chief Executive
Direct reports	Nil
Location	Auckland, New Zealand

ORGANISATIONAL BACKGROUND

Paralympics New Zealand (PNZ) has championed Para sport in New Zealand since 1968. New Zealand's legacy of athletic performance at summer and winter Paralympic Games is not only world-beating, but more importantly, life-changing. PNZ is recognised by the International Paralympic Committee (IPC) as the representative body in New Zealand, responsible for developing, promoting and protecting the Paralympic Movement in this country and supporting the international Paralympic Movement in recognising the value and power of Para sport. PNZ works together with members and partners to ensure equitable opportunities for Para athletes, providing strategic leadership through collaborative partnerships to strengthen and grow Para sport in New Zealand, and to lead teams to the Paralympic Games. PNZ believes we can collectively work together to contribute to a transformed New Zealand which is truly inclusive where Para athletes have the opportunity to participate at all levels of sport and are equally recognised for their successes.

PNZ Purpose: Transforming lives through Para sport in New Zealand.

PNZ Values: Leadership, Excellence and Advocacy.

PURPOSE OF THE POSITION

The Executive Assistant is a member of the Senior Leadership Team with primary responsibility for providing support, management and planning of PNZ core deliverables. The role will play a pivotal role in supporting the PNZ Board and related Committees and the Chief Executive with administrative support.

In particular, the role will work closely with the Senior Leadership Team to ensure timely and quality delivery of information to the Board and Committees. This will include as secretary creating meeting agendas, invitations, timely minute-taking and record-keeping for Board Meeting and Committees. This role will also ensure policies, procedures and practices are up to date, accessible and operating as required for the organisation.

KEY RESPONSIBILITIES

Board and Committee/s

- Prepare and maintain the annual Board workplan with the Chair
- Work with the Chair (or Committee Chair) to establish the agenda for each meeting
- Accurately prepare and distribute via BoardPro all papers for Board and Committee meetings
- Maintain legal/business compliance documents for the governance of the organisation including the Director Register of Interest
- Provide secretariat support for all Board and sub-committee meeting/s including the taking of minutes, maintaining action logs and the implementation of follow up actions
- Ensure Board policies and procedures are fully up to date and relevant to the organisation; advise and recommend changes as appropriate via CE
- Organise meetings and arrange all travel for Board and sub-committee members; approve and process all expense claims
- Work with the Board on the Annual General Meeting paperwork and compliance and Annual Plan
- Ensure regular updates to the Board and associated committees
- Assist with Board and associated committees onboarding, induction and exiting process

Executive Support

- Provide high level support, advice and assistance to the CE
- Provide oversight and support of the CE's correspondence (email and written) including content writing, replies as appropriate, vetting of issues and requests and the identification and monitoring of actions
- Proactive oversight of the CE diary ensuring all meetings are scheduled and travel arrangements (domestic and international) are made
- Co-ordinate and prepare briefings and reports as required by the CE

- As appropriate, action workflow in the CE's absence
- Manage, distribute and action as appropriate emails that are sent to the generic office email address
- Support the CE in achieving a high level of compliance and best practice performance by staying up to date on legislation, best practices, human resources processes and procedures, and information technology
- Coordinate, compile and prepare regular news updates, in particular for staff and for Member organisations, and any other audiences which may be required in future.

General Support

- Assist Finance Manager with weekly invoice for approval and payments or other finance duties as required
- Assist SLT with admin duties as required
- Contact for office supplies and general support required

Health, Safety and Wellbeing

All PNZ team members have a responsibility to work towards maintaining a safe and healthy work environment for both work colleagues (employees and contractors) and visitors. This is achieved by:

- Practicing and encouraging safe work methods, using resources and equipment appropriately
- Taking all reasonable and appropriate steps to minimise and where possible eliminate the risk of harm or injury to others whilst observing PNZ health, safety and wellbeing policies and processes
- Reporting all workplace hazards and accidents to the appropriate person or authority
- Taking a pro-active approach to personalised wellbeing initiatives that are supported by PNZ

KEY RELATIONSHIPS

The Executive Assistant is expected to build and maintain positive and collaborative working relationships with a broad range of individuals. Key stakeholders include but are not limited to:

Internal	External
<ul style="list-style-type: none"> • Chief Executive / Secretary General • PNZ Board and Committee Members • Senior Leadership Team Members • PNZ Team Members 	<ul style="list-style-type: none"> • Partners • National Sports Organisations Members • Regional Sports Organisation Members • Ministers' Offices, Government Agencies and Representatives • Suppliers and Service providers • Other stakeholders

QUALIFICATIONS, KNOWLEDGE and SKILLS

- Five plus years' work experience in a relevant field e.g. secretariat, administration and executive services, communications or project management.
- Knowledgeable in relation to the functions of Boards and Committees.
- Knowledge and experience of legislative requirements and an understanding of organisation planning and performance.
- Proven experience building and maintaining effective relationships with senior leaders.
- Strong networking skills and the ability to work across different parts of the organisation.
- Advanced Microsoft Office skills and experience in the use of CRM platforms.
- Proven and effective project management skills.
- Interest in the sporting sector, this may be through association or participation but must understand the role sport plays in contributing to building a positive society.
- Knowledge of, and commitment to the Treaty of Waitangi – Te Tiriti o Waitangi.
- Appreciation of accessibility considerations in physical and digital environments and some knowledge of how to meet accessibility standards.

Personal Attributes

- Integrity with a clear commitment to maintaining professional standards and maintains confidences at all times.
- A self-starter, proactive with a high level of initiative and sound judgement.
- Flexible, reliable, adaptable and focused.
- Strong work ethic and prepared to take ownership of work outputs.
- Excellent oral and written communication skills, the ability to clearly articulate themselves.
- Excellent attention to detail.
- Comfortable working as part of a small, professional office, with a focus on collegial support, mutual respect and the delivery of results.
- A strong customer focus and a commitment to go the extra mile to get the job done.

- Willingness to support other colleagues as a member of a close-knit team when workloads need to be hard to ensure deadlines are met.

COMPETENCIES

Communication

- Effective oral and written communication skills
- Demonstrates active listening and fosters open dialogue
- Able to influence and persuade

Project Management

- Establishes a clear purpose and direction for projects
- Sets up and monitors project timeframes and deliverables
- Rectifies problems and ensures on time delivery of outcomes

Relationship Management

- Able to build rapport with ease with a diverse range of people
- Can be trusted to act with honesty and integrity
- Can deliver messages with diplomacy and tact. Knows how to get things done in a complex world

Teamwork

- Supportive of other colleagues to achieve common objectives
- Fosters open dialogue
- Assists to create strong morale in team

Technical Competence

- Demonstrates the range of experience and skills relevant to the role
- Keeps abreast with new trends in the sector
- Seeks and applies new learning to achieve results
- Actively works to continuously improve performance

Results Orientated

- Can be counted on to exceed goals
- Steadfastly pushes others and self for results
- Sets and delivers on priorities