

Position Description

Title: Executive Assistant
Location: Wellington
Reports to: Chief Executive
Direct reports: No

About PHG

Our purpose is to support people in their community to optimise health and live their best life. We support people on mental and physical health journeys, helping them restore function, grow stronger, re-establish, and grow social, whanau and/or spiritual connections, be safe at work, gain independence and learn how to manage their pain.

We pride ourselves on being the best option in New Zealand for organisations looking for integrated health services at scale.



Position Purpose

The Executive Assistant provides efficient and effective executive assistance to primarily support the Chief Executive and wider executive leadership team as needed. This includes undertaking all tasks that enable the smooth running of their office and their schedule. The Executive Assistant may also provide administrative support to the Head Office team.

This position description is not intended to be complete or limiting – the role will require a proactive and flexible approach to manage tasks that support a rapid and innovative environment.

Key Accountabilities

Administrative support and diary management

- Provide efficient diary management, assessing and prioritising all requests for appointments to ensure optimal use of time, and to accommodate changing priorities and last minute changes
- Be cognisant at all times of the CE's daily schedule and track their movements to ensure they are timely to their meetings and appointments and manage any delays or lateness as appropriate
- Be cognisant of emerging issues and risks to take into account when planning the CE's diary
- Facilitate preparation in advance of meetings in the diary as appropriate eg. organise documents or set up meeting room (video conference/water for attendees)
- Ensure the CE has the required background information and materials to attend meetings well informed and well prepared
- Organise meetings on behalf of CE, including all-teams online meetings, ensure flawless functioning of 'town hall' style meeting and other presentations to wider groups
- Take minutes and ensure the allocation and follow up of action points
- Screen and place CE telephone calls

- Greet and escort visitors
- Take meeting for minutes as required including Board meetings
- Populate and coordinate formal documentation such as the board meeting pack, tender applications
- Create documents, including presentations as required
- Monitor and respond to all invitations as appropriate
- Administer general tasks that enable the smooth maintenance of office, resources and equipment
- Provide administrative assistance to wider Executive and Head Office team.

Oversight of correspondence

- Undertake careful quality control of all correspondence for the CE's signature, making appropriate amendments as required, to ensure highest standard maintained
- Monitor emails for issues/risks and alert to the CE where appropriate
- Keep a watching brief throughout the day of email traffic and take action where necessary to respond to emails that are urgent or require the attention of the CE
- Respond to routine correspondence autonomously or with input from the CE

Travel arrangements

- Via the Orbit booking platform create and manage bookings for CE and other exec teams as required

Conferences, Meetings and functions

- Arrange and organise functions, meetings, presentations, conferences and workshops including venues, catering, wait staff and associated documents as appropriate
- Organise all travel related arrangements as required such as domestic and international flights, rental car, accommodation for an
- Ensure the CE is kept informed of any disruptions or delays to any booking arrangements
- Assist with set up at clinical events in Wellington region

Financial Administration

- Check, code and arrange appropriate signoff for invoices, then forward to Finance within agreed timeframes
- Seek appropriate financial approval for travel in accordance with existing policies and financial approvals

Knowledge Management

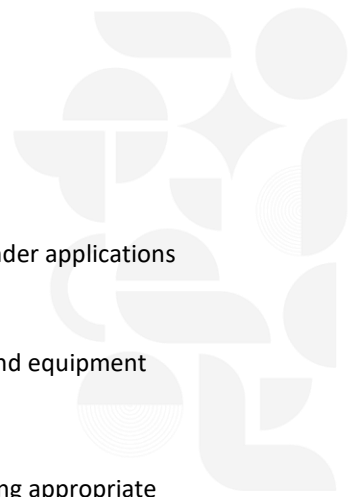
- Review, update and maintain the CE intranet websites
- Learn to master internal systems to be able to action tasks where required eg. Gensolve, Onedrive, ELMO, ipayroll

General office management

- Manage stationary stock ensure head office has access to appropriate stationary
- Manage office maintenance eg. Air con, printer, secure document disposal bin, furniture
- Manage and coordinate desk set up enquiries as needed
- Organising head office functions
- Take the lead on Health and safety related matters

General Accountabilities

- Undertake any other duties at the request of the manager, which are commensurate with the role including project work and absence cover.
- Ensure that services are delivered in line with PHG's values, standards, and other guidelines and contractual requirements.
- Understand and apply the principles of the Te Tiriti o Waitangi • Adhere to the policies and procedures.
- Adhere to the Delegation Authority Framework, and Limitation of Authorities (if any) Framework.



- Undertake training as relevant to your position.
- Participate in surveys and audits as necessary in order to enable the Company to meet its statutory requirements.
- Manage key working relationships (internal and external).
- Adhere to the professional standards of the relevant statutory body if applicable.

Key Performance Indicators

Deliverables

- BAU – Consistently deliver accountabilities as outlined in this position description.
- Objectives – Discussed, confirmed, and documented as part of the annual performance review cycle.
This may include:
 - Metrics
 - Projects
 - Process improvement initiatives
 - Other stretch objectives

Core Behavioural Competencies

Please refer to SharePoint for the full descriptors.

Customer focus*	Motivation to achieve	Teamwork	Leadership**
			
Act with the customer in mind and ensuring the customer is at the centre of everything you do.	Be action-oriented and respond positively to challenges and opportunities.	Work together constructively and put the team ahead of individual success.	Provide clear direction and build commitment within the team to achieve PHG's objectives.

*Customer is encompassing of all customer groups eg. Internal teams, clients, stakeholders etc.

**Only applies to people managers and roles on pathway to leadership.

Culture

Exemplify our vision, purpose, and values in everything that you do.

Health and Safety

PHG are committed to providing a safe and healthy working environment for all staff, including contractors.

You are responsible for:

- taking reasonable care of your own and other's health and safety and being mindful of the effect of your actions (or lack of action) on the health and safety of others.
- actively maintain up to date knowledge of health and safety procedures available on SharePoint and complying with reasonable instructions, policies and procedures to ensure PHG are able to comply with the Health and Safety at Work Act 2015 and relevant regulations.
- identifying and reporting hazards, risks, injuries, illness and incidents (including near misses) that arise from your work or in the workplace and eliminating or mitigating health and safety risks so far as reasonably practicable and consulting with others in doing so eg. manager or health and safety representative (or other contact as appropriate).

Qualifications, Knowledge, Skills and Experience

- Relevant technical qualifications or equivalent experience
- Minimum 4-5 years' experience in a PA/EA role
- Previous experience providing executive support to a busy senior manager including diary management, travel and correspondence
- Demonstrates the drive and ability to improve own capability. Includes self-awareness and self-improvement focus
- Ability to contribute to and work within and across teams
- Good written and oral communication skills
- Strong attention to detail and focus on quality
- Ability to build and maintain effective relationships with a range of people
- Expert in Microsoft Office suite, including Outlook, Word and Excel
- Well-developed planning and organisational skills
- Ability to prioritise tasks effectively and work under pressure
- Sound judgement and decision making skills
- Commitment to continuous improvement
- Ability to anticipate issues and problems and think of creative solutions
- Integrity, discretion and a professional work ethic

