

## Poari o Te Pūkenga Work Based Learning Limited

### Whakamāramatanga Tūnga Mahi | Position Description

Position title	<b>Executive Assistant to CEO &amp; Board Secretariat (WBL)</b>
Reports to	Tumu Whakarae   Chief Executive
Duration	Fixed Term to 31 July 2023
Location	Flexible

#### **Aronga Roa | Our Vision**

He akoranga whaihua – kia waihanga i te ao o āpōpō Learning with purpose, creating our futures.

#### **Aronga Nui | Our Purpose**

Te Pūkenga provides excellent and quality education opportunities that support learners, employers and communities gain the skills, knowledge, and capabilities Aotearoa needs now and for the future. Learners and their whānau are at the centre of all we do.

#### **Aronga Mātauranga | Our Educational Priorities**

We have five educational priorities. They support us to meet our legislative requirements, and will guide our work over the next few years:

- A relentless focus on equity and ensuring participation – we honour and uphold Te Tiriti o Waitangi in all we do.
- Delivering customised learning approaches that meet the needs of learners and trainees wherever they are.
- Using our size and scale to strengthen the quality and range of education delivery throughout Aotearoa. Excellence in educational provision for all.
- Services that meet the specific regional needs of employers and communities.
- Transition educational services in a smooth and efficient manner.

## Role Description

#### **Kaupapa | Purpose**

Reporting to the Chief Executive, Work Based Learning, the Executive Assistant will manage the office of the CEO by providing a consistent high standard of professional support in order to ensure that the CEO can operate in an efficient manner and maximise the use of their time. This role also acts as secretariat to the WBL Board.

#### **Ngā Mahi | Do**

- Coordinate the daily business of the CEO by regularly reviewing diary, meeting and travel demands and identifying possible issues which may impact on the activities of the office of the CEO
- Analyse enquiries and requests from internal and external stakeholders, determine and take appropriate action on behalf of the CEO, including the redirection of enquiries to appropriate team member
- Maintain confidence and protect the professional integrity of the CEO, executive leadership team and WBL Board by keeping information confidential

- Coordinate meetings for the CEO, including coordination of attendees, organising pre-briefs where required and preparation of meeting minutes
- Organise WBL ELT Meetings, including Agendas, minutes and actions
- Assign and coordinate work to team members and stakeholders as appropriate
- Prepare/complete word processing, presentations (PowerPoint) and spreadsheets (Excel) as and when required. Including typing of confidential material
- Organise workload and delegate work on behalf of the CEO as required
- Coordinate meetings for the WBL Board, including any travel and venues
- Prepare draft WBL Board Agendas for Chair's review
- Ensure accurate WBL Board Minutes for Chair's review, with proactive distribution and follow up of actions
- Review Board papers prior to CEOs review for submission to Board
- Onboarding of incoming WBL Board Members from transitioning ITOs
- Ensure that all WBL Board meetings, agendas, papers, public notices are in accordance with the Local Government Official Information and Meetings Act 1987 (LGOIMA)
- Maintain comprehensive governance documentation as required
- Work in conjunction with Te Pūkenga Council Secretariat as required.

### **Pūkenga | Have**

- Polished professional having significant experience (minimum 3 years) supporting a fast-paced executive and board
- High level of professionalism and demonstrated ability to handle confidential information accordingly is crucial in this role
- High level communication skills with experience in liaising with internal and external stakeholder and senior executives, coupled with the ability to exercise initiative, discretion and maintain a high level of confidentiality
- Excellent attention to detail skills
- Demonstrated ability to manage varied and conflicting demands to agreed standards and timelines, using a pro-active attitude with minimum guidance.
- Proven skills in organising and maintaining relevant documentation for meetings with experience in providing executive support to Board and committees.
- Strong relationship management skills at all levels of staff and stakeholders / partners, including confidence in facilitating and presenting to Boards, senior leadership, and other groups
- Highly desirable is an extensive WBL and vocational education knowledge with clarity on the workings of WBL and Te Pūkenga

### **Waiaro | Be**

- Confident at working together with leaders from all levels across Te Pūkenga and the WBL in a way that role models Te Pūkenga values
- Confident at working with Te Tiriti partners to ensure that the WBL can create culture which is reflective of Te Pūkenga's commitment to Te Tiriti
- Highly self-motivated and results-focused, with a pragmatic and positive attitude. Happy to work autonomously, confident in ability to deliver high quality
- A skilled communicator with the ability to deconstruct and communicate complex problems into practical segments while simultaneously retaining the ability to stand-back and present the 'bigger picture'