

EXECUTIVE ASSISTANT/ADMINISTRATION MANAGER

Purpose of The Role

The Executive Assistant/Administration Manager is responsible for supporting the CEO and Senior Leadership Team in all areas of administration. They will support the CEO in daily tasks and ensure effective calendar management. The role will also provide efficient assistance to the Board of Trustees as Board Secretary. The EA/Administration Manager is involved in completing day-to-day HR Administrative support for the organisation, assisting in the implementation of HR initiatives under the direction of the General Manager Business. They will lead the provision of quality administrative and general office support across the organisation, including managing relevant relationships with organisations and individuals associated with the role.

Business Team Purpose

The Business Team delivers corporate and functional support in the areas of:

- HR
- Finance
- Administration services
- Communications and Marketing
- IT and Systems
- Events

The Business team develops and maintains the organisational systems, processes and practices that support Nuku Ora to deliver on its mission to increase levels of physical activity to create healthier, happier, and better-connected communities towards a stronger Aotearoa.

Functions within the team support all aspects of the day-to-day business activities and operations that contribute to the delivery of Nuku Ora's strategic priorities. The team works collaboratively with across the organisation to ensure that corporate services are fit for purpose and deliver timely and effective support.

The Business Team proactively seeks opportunities to improve systems, processes, and practices to add value and drive efficiencies.

Role Accountabilities

CEO and Senior Leadership

- The CEO's Inbox is monitored regularly throughout the day. All emails are prioritised, processed, and actioned according to guidelines provided by the CEO.
- Provides total confidentiality to the CEO.
- Manages CEO's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Complete entry and management of CEO's key stakeholders in CRM database.
- Coordinate Agenda preparation, Minutes, Follow up Actions for SLT meetings.

Board Management

- Documentation is prepared to a high standard for board meetings and other board requests as required.
- Agenda preparation, Minutes, follow up of Actions.
- Adhere to compliance with applicable rules and regulations regarding board and board committee matters.
- Management of Board Charter/Policies and Trustee requests.

Leadership and Management

- Ensure internal and external reporting requirements are completed in line with organizational expectations.
- Contribute to Senior Leadership discussions as required.
 - Support in Induction of new employees in the areas of Administration.

HR Administration

- Provide administrative support for the HR function across recruitment, induction, remuneration, performance management, HR policy and procedures, and employment exits.
- Undertake vetting processes in a timely manner as per the vetting policy and in accordance with legal requirements.
- Maintain all records in HR systems in line with changes to contracts, salary reviews, pay market information, and any other relevant information ensuring complete accuracy and confidentiality.
- Provide administrative support to Hiring Managers during recruitment.

Facilities Support and Administration

- Be the first point of contact for staff with any administration /IT related queries.
- To either fix or arrange to fix any issues with office maintenance suppliers or escalate to General Manager Business when necessary.
- Undertake premises/facilities administration as required including liaison with landlord and tenants.
- Organise catering for meetings as required.
- Arrange for expenditure on maintenance of office to be signed off by General Manager Business.
- Oversee vehicle administration and management, including bookings, parking, operations, usage maintenance, and compliance. Ensure that vehicles meet legal requirements, and any damage is reported.
- Manage stationery stocks to ensure that supplies are available as required by all staff.
- Oversee the state of stationery and office support equipment, identifying items that require replacement and repair, including printer toners, paper stock, and kitchen supplies.
- Ensure civil defence kit is complete and well stocked, and that all resources are within expiry date.
- Liaise with cleaning contractors where necessary.
- Record minutes as required for full staff meetings. Ensure office runs smoothly i.e., photocopiers full of paper, meeting rooms set up for use etc.
- Management of stationery resource room, clean, tidy, and appropriately stored from a safety perspective
- Manage external room and equipment bookings, ensuring stakeholders are assisted with use and invoiced accordingly

Information Sharing

- Enable the Business Team to keep abreast of any changes in Administration and HR and assist in the identification of opportunities for innovation, partnership, and commercial development.

- Identify, recognise, promote, and champion best practise across the organisation.

Relationship Management

- Contribute to and enhance Nuku Ora as a regional leader through effective communication, innovation, knowledge sharing, and partnering.
- Co-ordinate and communicate with Nuku Ora staff, external partners, and stakeholders in support of specific projects.
- Manage internal and external relationships in accordance with the Nuku Ora stakeholder relationship plan.
- Ensure a good working knowledge is maintained of other Nuku Ora teams and their work, outcomes, and successes.

Teamwork

- Work positively and constructively across all teams with a focus on developing strong relationships and opportunities to leverage resources and initiatives to efficiently achieve outcomes.
- Contribute to and complete Nuku Ora reports as required, providing information and evaluations in a timely manner.
- Actively collaborate with other business units within Nuku Ora seeking out opportunities to add value.
- Maintain a good working knowledge of other Nuku Ora teams, their work, outcomes, and successes.

Key Relationships in Role

Internal

- CEO – (Direct Reporting Line)
- Nuku Ora Chair and Board
- GM Business (Dotted Reporting Line)
- Senior Leadership Team
- Managers
- All Staff

External

- Regional and Local Councils
- National Sporting Organisations
- Regional Sporting Organisations
- Health Sector organisations
- Education Sector organisations
- Regional Sports Trusts
- Government agencies, including Sport NZ, Te Whatu Ora, Ministry of Education
- Iwi and Mana Whenua Partners

Key Things We Are Looking For

Qualifications, Skills and Experience

- A tertiary qualification or demonstrated experience in a role with similar drivers and expected outcomes
- Experience as an EA
- Effective people skills especially in one-on-one settings
- Efficient communication skills, listening, written and oral
- Effective planning and reporting skills
- Competent IT skills in Office365 including Outlook, Teams, SharePoint, and Dynamics
- Excellent presentation skills
- Stakeholder management skills and experience
- Minute taking experience
- Time management skills
- Adaptability/flexibility

Technical Skills and Knowledge

- An understanding of the sectors supporting physical activity, especially play, active recreation, sport, and active transport
- Be able to develop a strategic approach to problems.
- Ability to be innovative and anticipate areas of focus
- The ability to manage up

Interpersonal and Relationship Skills

- An exemplary level of integrity and trust
- Ability to build rapport and maintain relationships
- Understanding of and affinity to Nuku Ora's 'Purpose'
- Teamwork
- Professionalism
- Effective time management
- Self-motivated, resilience and drive
- Accuracy and attention to detail

What Being Part of the Nuku Ora Team Means

- Support and demonstrate the Nuku Ora Way, a behaviour-based approach that identifies our desired behaviours or operating principles for how we want to operate as an organisation.
- Actively and positively participate as a member of the team, influencing the philosophy and culture of Nuku Ora, and committing to continued personal and professional development.
- Proactively looking for opportunities to improve the operations and performance of Nuku Ora and collaborating with others.
- Adhering to all Nuku Ora procedures, policies, and guidelines.
- Demonstrating a commitment to and respect for the Te Tiriti O Waitangi and incorporating this into our work, and actively support Nuku Ora's bicultural journey.
- Supporting Nuku Ora's insights approach to deliver higher quality initiatives and interventions based on innovation and informed decision making enabling the organisation to better manage change and the ability to anticipate and influence the physical activity sector.
- Providing outstanding stakeholder engagement and management services, utilising Nuku Ora's relationship management approach, the CRM system and relevant business processes.
- Ensuring diversity and inclusion is central to our work.
- Performing any other duties as needed and support other Nuku Ora initiatives.

Dimensions of the Role

Reports to: CEO

Department: Business

Location: Wellington
People Responsibilities: 0
Grade: 14

Date: February 2025
Authorities: As per Delegated Authorities.
Fixed Remuneration: \$68,965 - \$72,796