

# POSITION DESCRIPTION

## Executive Assistant to Pouārahi and GPL Board Secretariat



**Te Pūtahitanga**

Māu te ara, kia ora ai te whānau.

## WHO ARE WE? – KO WAI MĀTOU?

*Te Pūtahitanga o Te Waipounamu represents the convergence of the rivers of Te Waipounamu bringing sustenance to the people and reflects our founding value of whanaungatanga. It also acknowledges the centrality of whakapapa to whenua and whānau connections that bind us together in a shared future. The collaboration illustrates that whakawhanaungatanga, kotahitanga and whānau self-determination are the foundations of strong and sustainable communities.*

## WHĀNAU ORA APPROACH – KAUPAPA

Te Pūtahitanga o Te Waipounamu is a collaboration of eight iwi stakeholders of Te Waipounamu for the sole purpose of realising the transformation potential of Whānau Ora by serving as the Commissioning Agency for the South Island. This partnership builds on eight years of strengthening collaboration amongst the iwi of Te Waipounamu and is anchored in shared commitments to whānau as the building blocks of our communities.

The Commissioning Agency model will contribute to realising the power of Whānau Ora by developing strategies based on four principles:

- Kotahitanga – collaborative approach to integrated solutions
- Kāinga focused – local level solutions by the people for the people
- Panoni hou – innovative approach to distinctive pathways
- Kōkiritanga – collaboration with partners.

## TIKANAGA (VALUES)

These Tikanga underpin the organisational philosophy of Te Pūtahitanga o Te Waipounamu and reflect the values by which we are committed.

<b>Manaakitanga</b>	We acknowledge the mana of others as having equal or greater importance than our own through the expression of aroha, hospitality, generosity, and mutual respect.
<b>Rangatiratanga</b>	We express the attributes of rangatira including humility, leadership by example, generosity, selfless concern for others, diplomacy and knowledge for the benefit of the people.
<b>Whanaungatanga</b>	We recognise the fundamental social organisation of whānau, hapū and iwi, including the rights and reciprocal obligations consistent with being part of a collective. We are inter-dependent and recognise our people are our wealth.
<b>Kotahitanga</b>	We act with unity of purpose and direction, encourage all contributions to develop an informed consensus, and promote harmonious relationships amongst ourselves and with others.
<b>Wairuatanga</b>	We respect the intimate connection of the people to maunga, awa, moana and marae, and to tūpuna and Atua as integral to the way Māori view the world that must be nourished and maintained with the aim of achieving wellness.
<b>Kaitiakitanga</b>	We exercise responsibility in a manner beneficial to resource management and the welfare of the people, and in ways that promote growth and development of Māori in all spheres of livelihood.
<b>Mana Tupuna/Whakapapa</b>	We are guided by those from whom we descend, to know who we are, and what our obligations are to those that come after us.
<b>Maramatanga</b>	We seek enlightenment and understanding of the world around us, the Whānau Ora kaupapa, and the stakeholders in it.

## TE TIRITI O WAITANGI

We recognise Te Tiriti o Waitangi as New Zealand's founding document and are committed to supporting the role of Māori as tāngata whenua o Aotearoa. We are dedicated to having Te Tiriti o Waitangi at the forefront of our work and recognise the partnership founded under Te Tiriti o Waitangi between Māori and the Crown.

**Title:** Executive Assistant to Pouārahi and GPL Board Secretariat

**Organisation:** Te Pūtahitanga o Te Waipounamu

**Date:** June 2023

**Location:** Ōtautahi - Christchurch

**Reporting to:** Pouārahi

**Direct Reports:** Nil

**Nature and Term of Employment:** Full Time, Fixed Term

**Internal Relationships**

- All kaimahi of Te Pūtahitanga o Te Waipounamu
- All kaimahi of affiliated providers and organisations
- Chairs and Members of the General Partner Limited Board
- Members of Te Taumata and the General Partner Limited Board

**External Relationships**

- Eight iwi of Te Waipounamu; hapū, marae, and rūnanga
- Offices of eight iwi of Te Waipounamu
- Participants in funding application process of Te Pūtahitanga o Te Waipounamu
- Whānau in Te Waipounamu

**WHAT IS THE PRIMARY FOCUS OF THIS ROLE? - TE AROTAHI MATUA**

The primary focus of the Executive Assistant to Pouārahi and GPL Board Secretariat is to provide efficient and effective administrative support to Te Pūtahitanga o Te Waipounamu, and in particular the Pouārahi and the General Partner Limited Board.

This role will proactively identify areas for process improvements to support current systems within the Commissioning Agency to enable further efficiency in Board hui coordination.

The role includes familiarity and expertise in policy analysis, identifying and reflecting on key policy developments that impact across the Whanau Ora approach.

This role will provide support to the Pouārahi / Chief Executive and be available for responding to new initiatives as and when they occur.

You will engage in a variety of set tasks; however, you will also be required to assist Te Pūtahitanga o Te Waipounamu team members as and when needed. Being able to effectively time manage and prioritise your mahi will be crucial to your success in this role.

**Key Accountabilities - Ngā Kawenga Takohanga**

**Chief Executive support**

- Provide effective time management of the Pouārahi; ensuring there are appropriate travel, meeting, and personal times. Manage any meeting clashes.
- Manage all travel arrangements for the Pouārahi, (domestic and international) including booking of rental cars and provision of other itinerary specifics if required.
- Perform relationship management of both internal and external stakeholders (e.g., consultants, suppliers, customers, Board, whānau).
- Screen incoming calls, making notes of essential information and prioritising the calls to be returned by the Pouārahi. Manage any requests for meetings.

	<ul style="list-style-type: none"> <li>• Manage and prioritise the Pouārahi email traffic, replying to the non-priority emails for the Pouārahi as requested.</li> <li>• Ensure all delegated financial authorities are adhered to.</li> <li>• Collation and coding of all invoices.</li> <li>• Provide financial analysis/reporting as required.</li> </ul>
<b>Secretariat Function</b>	<ul style="list-style-type: none"> <li>• To ensure agenda development, paper compilation, paper dissemination and minute taking is undertaken to the highest standards.</li> <li>• To establish and implement a consistent set of standards, templates and expectations in conjunction with the Secretariat, Te Taumata to ensure standardisation of the Secretariat function across Te Pūtahitanga o Te Waipounamu.</li> <li>• To serve as a primary contact point between the Office and GPL members to ensure the seamless coordination of logistics related to the governance calendar, travel, technology and paper dissemination.</li> <li>• To foster and maintain close contact with GPL members ensuring open and transparent communication flow and a 'no surprises policy'.</li> <li>• To maintain close communication and contact with key Te Pūtahitanga o Te Waipounamu staff, to ensure standards are maintained in the drafting, composition and content of papers. To provide assistance and feedback as necessary to lift writing standards or target improvements, as required.</li> <li>• To prepare draft agendas for the Pouārahi / CE and Board Chairs to review and approve.</li> </ul>
<b>Governance Support</b>	<ul style="list-style-type: none"> <li>• Meeting schedules for all board hui and associated papers maintained.</li> <li>• Preparation and distribution of agenda, board papers and correspondence.</li> <li>• Briefing notes for Pouārahi/Chief Executive of Te Pūtahitanga o Te Waipounamu.</li> <li>• Creation and coordination of annual governance calendar and the reporting and monitoring of this.</li> <li>• Arrange travel and room bookings and catering for each meeting.</li> <li>• Minute taking, collation and distribution.</li> <li>• Progress against strategic plan upheld.</li> </ul>
<b>Document Management</b>	<ul style="list-style-type: none"> <li>• Document storage and retrieval according to standardised protocols.</li> <li>• Assisting with photocopying and collation of documents.</li> <li>• Maintain a general overview of the shared computer drive; archiving documents as appropriate. Produce documentation in accordance with standard templates and agreed protocols.</li> <li>• Ensuring all draft documents are destroyed or shredded to preserve confidentiality and data integrity.</li> </ul>
<b>Document Production</b>	<ul style="list-style-type: none"> <li>• Producing documentation in accordance with standard templates and agreed protocols and final wordsmithing of all documents.</li> <li>• Ensuring Te Pūtahitanga o Te Waipounamu branding is consistently and accurately reflected in all documentation that is produced.</li> <li>• Produce documents, minutes/notes of meetings, supporting documents and correspondence for internal and external business.</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• To identify improvements in the productivity, quality and timeliness of paper production. This may include exploring and implementing both technology and workflow management-based improvements to existing systems and processes.</li> <li>• To consult with other staff as appropriate regarding business process improvements.</li> <li>• To effectively implement changes to systems or processes across Te Pūtahitanga o Te Waipounamu.</li> </ul>
<b>Tikanga (Values)</b>	<ul style="list-style-type: none"> <li>• Reflect the values by which we are committed.</li> </ul>
<b>Working Collaboratively</b>	<ul style="list-style-type: none"> <li>• Ability to quickly establish and build strong working relationships and develop trust, credibility, buy-in and collaboration with team leads, staff, whānau and key stakeholders.</li> <li>• Identifying and embracing opportunities to work across the work-streams.</li> <li>• Developing networks for information exchange within Te Pūtahitanga o Te Waipounamu</li> <li>• Remaining informed of changes in key areas of iwi, hapū, whānau and Māori Development.</li> </ul>
<b>Representing Te Pūtahitanga o Te Waipounamu with integrity</b>	<ul style="list-style-type: none"> <li>• At all times comply with the Code of Conduct, and act with integrity according to Te Pūtahitanga o Te Waipounamu policies and procedures, in particular our Tikanga.</li> <li>• Model expected behaviours and practices and behave in a manner that enables our work to be performed effectively.</li> <li>• Use good judgement and think about whether our conduct or actions are appropriate to the situations that arise.</li> <li>• Not act in any way that may bring our organisation into disrepute.</li> </ul>
<b>Te Tiriti o Waitangi</b>	<ul style="list-style-type: none"> <li>• Be committed to having Te Tiriti o Waitangi at the forefront of your work and recognise the partnership founded under Te Tiriti o Waitangi between Māori and the Crown.</li> <li>• Attend training to increase awareness and understanding of the principles of Te Tiriti o Waitangi and how they are applied in Te Putahitanga o Te Waipounamu.</li> </ul>

<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>To participate in ensuring the consistent implementation of Te Pūtahitanga o Te Waipounamu Health and Safety strategy, by ensuring the work environment is safe for staff and the public, and effective mechanisms are in place and adhered to which monitor Health and Safety compliance.</li> </ul>
<b>Additional Duties as Required</b>	<ul style="list-style-type: none"> <li>Any other duties of a similar type required by the employer.</li> </ul>

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### Experience - Ngā Pūkenga

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- Excellent written and verbal communication skills, particularly in preparing, editing, proof reading and peer reviewing board documents.
- Attention to detail and accuracy.
- Minute taking experience essential, preferably with senior executive or governance experience.
- Experience in showing discretion and upholding confidentiality.
- The ability to take a creative, practical, and proactive approach to problem identification and resolution within the areas of responsibility.
- Proven experience in using information technology in day-to-day work practices.
- Familiarity with the Te Tiriti o Waitangi and its application to the work of Te Pūtahitanga o Te Waipounamu.
- Knowledge and understanding of the Whānau Ora approach.
- Willingness to engage with whānau, hapū, iwi, and hapori Māori networks throughout Aotearoa.
- Knowledge of or a willingness to learn te reo and tikanga Māori necessary to discharge the function of the role.

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### Qualifications – Ngā Tohu Mātauranga

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- Tertiary qualification in relevant field not essential

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### DISCLAIMER

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I have read and understood the above position description and accept all the above responsibilities incorporated herein.

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**Pouārahi / Chief Executive**

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**Executive Assistant to Pouārahi and GPL  
Board Secretariat**

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**Date**

This position description serves to provide an overview of the primary responsibilities inherent in this role. It also provides a summary of how this position collaborates with other roles within Te Pūtahitanga o Te Waipounamu. It is acknowledged that in order to remain current, regular amendments will be required.