

POSITION DESCRIPTION	
Title:	Personal Assistant
Division/Department	Central Office
Company:	Presbyterian Support Southland
Reports to:	Chief Executive
Direct reports:	<ul style="list-style-type: none"> • None
Significant working relationships:	<ul style="list-style-type: none"> • Trustees, Directors and Governance Committee Members • Senior Leadership Team • Finance, Admin, HR and IT • Site and Service Managers • Admin support • PSNZ and Regional E/A P/A's
<p>CHARTER</p> <p>Our vision is a community where all people can make the most of their strengths and feel included, valued and safe.</p> <p>To bring this vision into reality, we assist and encourage people facing life's challenges. We provide a range of services in response to the changing needs of individuals and family/whanau in the wider community of Southland.</p>	
<p>Our Values:</p> <ul style="list-style-type: none"> • Respect – Manaaki: Respect for our heritage. • Compassion – Aroha: Compassion with empathy. • Family – Whānau Whānui: Celebration of family. • Community - Iwi whānau/Hāponi: Communities that make a difference. • Accountability – Whakatau tika: Holding ourselves accountable. 	
<p>Job Purpose:</p> <p>To provide high level, quality and timely secretarial support to all Boards, Governance Committees and the CEO enabling them to undertake their role effectively and efficiently. This role will also assist with general administration support and coordination to the wider SLT team.</p>	

Responsibilities and key functions of the role include but are not limited to:

Board, Company and Governance Committee support services:

- Prepare and distribute all agenda's/papers, and associated internal and external reports in agreed timeframes to all Trustees, Directors and Governance Committee members and relevant management.
- Organise and provide minute taking and admin support for all Board, Company and Governance Committee meetings, including IT support, catering requirements and other setup.
- Ensure up to date registers are held for the Common Seal, Ratification of Documents, Conflicts of Interest and Decision Log
- Ensure all Board papers, formal governance documents, including In-Committee minutes, are stored safely either/or in paper form and online, with all signed minutes scanned and saved appropriately for distribution to auditors annually.
- Prepare all documentation in relation to Trustee, Directors and Governance Committee members formal orientation to PSS.
- Arrange travel for Board Chair and others as and when required to attend meetings.

Personal Assistant support for CEO

- Oversee CEO appointment diary and calendars.
- Arrange travel, transport and accommodation for the CEO as and when required ensuring all details are communicated clearly and documented appropriately.
- Assist the CEO with administration support for projects and day to day work plan outputs including event management.
- Manage and support the collation of reporting and presentations from SLT to support CEO, Board, Company and Governance Committee reporting.
- Engage with PSNZ to ensure NEG agenda's are available, timetables, flights, accommodation and meetings are arranged and booked. Pre-empt the needs of the CEO to ensure that they are provided with the information and resources they need to prioritise, prepare and undertaken their work activities in an informed way.
- Build relationships with internal and external key stakeholders, including funding agencies, PSS Directors, Managers and Central office teams to ensure good information flows and positive relationships are maintained.
- Maintain a high level of confidentiality and prioritisation of all details relating to Governance matters, and other matters as they arise for the CEO and PSS.

Senior Leadership Team

- Provide broad support to the SLT as directed by the CEO
- Actively contribute to SLT meetings, including engagement, agenda prep, minute taking and producing action point outcomes.
- Coordinate engagement between CEO and SLT.
- Ensure SLT are aware of Board, Company, Governance Committee and CEO deadlines for reporting

and responding to requests for information, business plan outcomes, Monthly CEO reports etc.

Filing and Data Storage

- Ensure foundation documentation is collated and filed correctly for easy access. Ensure filing is secure and critical documents (Constitutions, bank authorities, deeds and documents etc.) relating to the organisation is secure and accessible.

Administration / Other

- Oversee the policy review timetable and on-line storage and management of organisation level policies and plans.
- Ensure all CEO related invoices are coded, approved and submitted for timely processing with accounts
- Assist SLT and their support teams with managing of each sites annual Long Service Awards ceremonies.
- Provide event management as and when required, including the annual AGM.
- Arrange travel, transport and accommodation, for other members of the wider SLT team as and when required.
- Be mindful of any opportunities to improve operational processes for PSS.
- Provide ad-hoc project support as directed by CEO

Health and Safety

- Manage personal Health and Safety in line with policy and legislation, including emerging pressure and stress. Take responsibility for ensuring work environment is optimal and risk free. Undertake H&S training as requested. Ensure pain and discomfort and incident reporting occurs.
- Maintain an up-to-date knowledge of the incident reporting systems and risk registers for the Central Office area.

Personal Role Requirements

- Seek out and undertake professional development that enhances work capability and performance.
- Work within PSS policies and delegated authority levels
- Maintain professional alignment with the PSS Charter and cultural requirements.
- Actively promote PSS services when able.
- Maintain relationships with other Presbyterian Support regional P/A's.
- Ensure Communication is professional and confidential.
- Undertake other duties as required.

PERSON SPECIFICATION

1. Core competencies

<i>Competency</i>	<i>Definition</i>
Communication	Expressing ideas effectively in individual and group situations (including non-verbal communication). Adjusting language or terminology to the characteristics and needs of the audience. Expressing ideas clearly in documents that have organisation, structure, grammar, language and terminology adjusted to the characteristics and needs of the audience.
Analysis and Problem Solving	Securing relevant information and identifying key issues and relationships from a base of information. Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into consideration resources, constraints and organisation values.
Information Monitoring	Setting up ongoing procedures for collection and review of information necessary for the support of CEO and SLT projects or the organisation.
Internal Organisational Awareness	Having and using knowledge systems, situations, procedures and culture inside the organisation to identify potential problems and opportunities, perceiving the impact and the implications of decisions on other components of the organisation.
Computer Literacy	High level of knowledge and experience in contemporary software packages, including word-processing, filing and storage.
Initiative	Making active attempts to influence events to achieve goals, self starting rather than adopting a reactive approach, taking action to achieve goals beyond what is required, being proactive.
Planning & Organising/Work Management	Establishing a course of action for self and/or supporting others to accomplish a specific goal, planning proper assignments or personnel and appropriate allocation of resources.
Quality Orientation/Attention to Detail	Accomplishing tasks through concern for all areas involved, no matter how small, showing concern for all aspects of the job, accurately checking processes and tasks, maintaining watchfulness over a period of time.
Teamwork/Collaboration	Working effectively with team/work group or those outside formal line of authority (e.g., peers, senior managers) to accomplish organisational goals, taking actions that respect the needs and contributions of others, contributing to and accepting the consensus, subordinating own objectives to the objectives of the organisation or team.
Tolerance for Stress	Maintaining stable performance under pressure and/or opposition (such as time pressure of job ambiguity) relieving stress in a manner that is acceptance to the person, others and

	the organisation.
Technical/Professional Knowledge	Having achieved a satisfactory level of technical and professional skills/knowledge in job related areas, keeping abreast of current developments and trends in area of expertise.

2. Qualifications & Experience

- Minimum of two years previous experience in an Executive Administrator, Personal Administrator or Board Secretary level.
- Strong business acumen with a qualification in Business Administration or similar preferred
- Competent across Microsoft programme suite e.g. Word, Outlook, Excel, Powerpoint
- High level of expertise in written and oral communication
- Exceptional organisational skills with the ability to work to very tight deadlines
- Previous experience in aged care/social services and/or not for profit sector an advantage