

Executive Assistant

Reports to: DCE Learner Experience and Success
Team: Office of the Chief Executive

Location: Auckland

Purpose of position:

The Executive Assistant provides proactive, professional, high quality executive level support to the DCE Learner Experience and Success, working across Unitec and MIT.

Waiaro | Be

Resilient, business minded and collaborative

Highly adaptive and willing to apply skills and contribution to a wide range of diverse mahi

Committed to and capable of partnering with others – welcoming and enabling the inclusion of all and providing for equitable opportunities for those whom the system has disadvantaged or previously excluded

A confident, values-based team player with a good sense of humour and excellent communication and people skills

Demonstrates an approach to working with and through others that shows a willingness and drive to embrace a culture of collaboration and ownership

Supports Leadership Team to build capacity and confidence across Te Reo Māori, tikanga, Te Ao Māori and Te Tiriti o Waitangi

Detail conscious and continually strives for greater levels of effectiveness, efficiency, and minimisation of risk

Commitment to ongoing professional development

Ngā mahi | Do

- Provide general secretarial and administration support to DCE Learner Experience and Success including travel booking, credit card reconciliation, processing purchase orders and accounts payable expenses
- Organise and maintain DCE Learner Experience and Success's diary, ensuring that their time is maximally utilised
- Meeting preparation and follow up: reviewing upcoming meetings for the week and ensure DCE Learner Experience and Success has all of the information needed to be as productive as possible
- Provide communications support as required: drafting emails, reports, memos, presentations, internal and external communications
- Liaise and network with a wide range of internal and external stakeholders on behalf of the wider team and the DCE Learner Experience and Success
- Effectively manage any uncertainty which will affect the achievement of organisational objectives, use initiative to actively solve problems as they emerge
- Work collaboratively with other EAs to maximise the efficiency of the Executive Leadership Team
- Provide support to committees and advisory groups which the DCE Learner Experience and Success is involved in, as required

Pūkenga | Have

- Relevant experience working in an Executive Assistant or Personal Assistant capacity
- Knowledge of office procedures, business processes and filing structures
- High degree of computer literacy, including advanced knowledge of Microsoft Office suite, including Word, PowerPoint, Excel, Teams
- Strong written and verbal communication skills
- The ability to relate to a wide range of people at all levels
- Excellent attention to detail, time management, and planning skills
- Ability to work independently as well as part of a team
- Demonstrated ability to manage workflow and prioritise to ensure deadlines and targets are met

Ētahi atu Mahi/Kaupapa | Other Tasks/Projects

- Achieve other task/project related goals and performance objectives as assigned by the DCE Learner Experience and Success

Hauora me te Haumarutanga | Health and Safety

Demonstrate commitment to Unitec and MIT's health and safety rules and procedures and take reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety of others. Including:

- You will be required to report any potential risks, incidents and near misses so the organisations can investigate, and eliminate or minimise harm or risk of harm
- Promote a culture of zero harm, including safe working practices and behaviours and sustainable environmental practices
- Model zero harm behaviours
- Identify and minimise business risks and compliance issues
- Partner with the Health and Safety team to align strategies and drive a zero-harm culture

Financial Authority

Budget owner	No
Delegated Financial Authority as per Unitec's Delegations Policy	No
Responsible for new employee hire	No

People Management

Number of Direct Reports:	Nil
Number of Indirect Reports	Nil
Responsible for contract staff, and/or coaching, training of others	No

Dimensions of the position

Safety sensitive role:	No
Vulnerable Children Act applicable:	No

Position Contacts and Relationships

Internal

Executive Leadership Team
Executive Business Partner to Chief Executive
Wider leadership teams of Unitec / MIT
MIT and Unitec Staff, including other Executive Assistants

External

Te Pūkenga EAs and PAs
Other Subsidiary EAs and PAs
External stakeholders, including Iwi and Māori partners and/or representatives
Members of the public and community

Our Values

To Noho Kotahitanga

Te Noho Kotahitanga is Unitec's partnership between Māori and non-Māori underpinned by the principles of:

Kaitiakitanga – Guardianship

Guardianship reflects all aspects of what we do, particularly knowledge/processes we are sharing and how we deliver them

Mahi Kotahitanga – Co-operation

A spirit of generosity and co-operation will guide all our actions

Ngākau Māhaki – Respect

Valuing everyone's heritage and customs, current needs and future aspirations

Rangatiratanga – Authority and responsibility

Providing authority for others to lead responsibly and with obligation to all

Wakaritenga – Legitimacy

Legitimising all voices and needs through equitable resourcing and access

MIT Values

E Tūturu ana matou | We are REAL

We are genuine, honest and down to earth

E manaaki ana mātou | We CARE

We care for others to nurture achievement

E whai hiranga ana mātou | We are EXCELLENT

We get great results and celebrate success

E tūhonohono ana mātou | We are CONNECTED

We are well connected, open and approachable