

Executive Assistant

Reports to:	General Manager People and Culture	Tenure:	Permanent Part-time 0.7FTE
Department:	Executive	Group:	People and Culture
Location:	Avalon	Direct Reports:	Nil
Budget:	Nil	Career Path:	Corporate
Job Family:	Administration	Career Step:	Band 5
Date:	April 2025		

Purpose

The Executive Assistant (EA) provides EA support to the General Manager and group support to the associated Department Managers.

Position Priorities and Responsibilities

Support the effective functioning of the General Manager and their direct reports, while working effectively with other Executive Assistants and administrative staff to provide a consistent and comprehensive level of service for GNS senior leadership.

General Manager Support

- Provide a full range of executive and administrative support to the General Manager including diary and inbox management, Microsoft Office expertise, and meeting administration.
- Manage the preparation and coordination of Board reports, executive papers, presentations and reporting documentation.
- Ensure electronic papers for meetings are made available including preparing and circulating electronic agendas, taking minutes and recording action points as required.
- Actively monitor and advise General Managers of key priorities, pending matters and actions.
- Undertake and contribute to projects as required.
- Process expenses claims and invoices.
- Provide assistance in delivery of key organisation wide initiatives, objectives, and strategies.
- Act as a point of contact between the General Manager, their direct reports, group, colleagues and stakeholders as required.

Department Manager Support

Where capacity allows:

- Provide general administrative support duties,

- Proactively follow up pending matters,
- Provide guidance, direction and coordination of group administration requirements,
- Undertake and contribute to projects as required,
- Provide assistance in managing expenses claims and invoice processing as required,
- Contribute to the planning of any conferences the group may run to ensure they are a success.

Responsibilities of all Employees

- Comply with the expectations that relate to your career step (you can find these on GNS Online).
- Comply with all GNS Science policies and procedures.
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework.
- Have an understanding or interest in Māori relationship and development issues and Te Reo Māori.
- Work effectively as a team member by fostering good relationships and supporting others by providing coverage of other functions as required and ensuring workloads are evenly spread.
- Have the flexibility to adapt and develop as the company and its environment evolves.

Key Working Relationships

- Executive Leadership Team, Board, Department Managers, employees.

Person Specification

Skills, Knowledge and Attributes

- Advanced technical strengths in Microsoft Office and related applications
- Willingness to learn new technology
- Ability to work under pressure with competing deadlines and priorities
- Excellent written and verbal skills
- High degree of detail and accuracy in all areas of work
- Strong team player who respects and helps others and works well within a team environment
- Ability to manage and drive activity through times of ambiguity
- Able and willing (or willing to develop the skills needed) to build and maintain effective relationships with Māori, respecting obligations under Te Tiriti of Waitangi and interacting appropriately with Māori taking into consideration tikanga (customs) and kawa (protocol)

Qualifications and Experience

Essential

- NCEA Level 3 or equivalent

- Proven experience in building relationships with, and working alongside Executive level Management
- Proven experience in taking minutes
- Proven experience providing customer service approach and ethos

Desirable

- Experience using Boardbook software