

POSITION DESCRIPTION

Executive Assistant to Chief Executive / Governance Secretary

Reports to	Chief Executive, Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua Settlement Trust
Position Type	Permanent, Full-time (40 hours per week)
Direct Reports	Nil
Location	Masterton (Whakaoriori)

About Us

The Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua Settlement Trust (the Settlement Trust) is the Post Settlement Governance Entity established to receive and manage the Treaty settlement assets of Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua.

Purpose of Role

The purpose of this role is to provide high-quality executive administrative assistance to the Chief Executive and Chair of the Settlement Trust, including the provision of secretarial support services to the Settlement Trust Board.

Our Values

Mana	Uphold the mana of Ngāti Kahungunu Iwi from Tāmaki-nui-a-Rua to Wairarapa
Kahungunutanga	Tikanga, kawa, whakapapa and te reo Māori
Hapū	Continue to be hapū led
Whānau	Representation of Ngāti Kahungunu whānau
Kotahitanga	Moving forwards together

Key Relationships	Internal	External
	<p>Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua Settlement Trust:</p> <ul style="list-style-type: none"> • Chief Executive • Chair • Board • Corporate Services Manager • Kaimahi 	<ul style="list-style-type: none"> • Our Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua whānau • Manuhiri • Rangitāne o Wairarapa • Rangitāne Tū Mai Rā Trust • Kahungunu ki Wairarapa • Kaupapa Māori health + social sector organisations
	<p>Ngāti Kahungunu ki Wairarapa Iwi Development Trust Pou Whakahaere (General Manager + Kaimahi)</p>	<ul style="list-style-type: none"> • Three Wairarapa District Councils and Greater Wellington Regional Council • External contractors and suppliers.
	<p>Ngāti Kahungunu ki Tāmaki-nui-a-Rua Iwi Development Trust Pou Whakahaere (General Manager + Kaimahi)</p>	<ul style="list-style-type: none"> • Crown Agencies
	<p>Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua Iwi Investment Trust Pou Whakahaere (General Manager)</p>	

Key Result Areas	
<ul style="list-style-type: none"> • Supporting the Chief Executive and Chair of the Settlement Trust through diary management, prioritisation of commitments, and communication of availability. • Monitoring and screening diary requests and telephone calls and redirecting as appropriate. • Arranging meetings, appointments, events and other activities as required. • Coordinating travel arrangements (when required) for the Chief Executive, Chair and Board Members of the Settlement Trust. • Keeping the Chief Executive and Chair of the Settlement Trust advised of critical and urgent emails needing their action. • Ensuring the work presented to the Chief Executive for sign-off meets high professional standards. • Providing secretarial services to the Settlement Trust Board that includes scheduling of board meetings, finalising meeting agendas, collating board packs, and minute taking. • Supporting the Board members with engagements and other related Board matters. 	
<p>Educational qualifications, experience and skills required</p>	<ul style="list-style-type: none"> • Proven level of executive support experience with associated secretarial skills. • Demonstrates a whānau, hapū and marae centred approach in work undertaken on behalf of the Settlement Trust. • A level of proficiency in te reo Māori or the willingness to learn. • A level of cultural competence in relation to tikanga Māori or the willingness to learn. • High levels of organisational ability, attention to detail and flexibility. • Excellent MS Office and Information Technology skills. • Excellent written and oral communication skills. • Strong interpersonal skills. • Proven integrity and confidentiality. • Ability to work under pressure while exercising considerable personal initiative and tact. • Ability to deal with different personalities and issues sensitively, confidently and confidentially. • Excellent relationship building skills enabling the establishment of constructive and trusting relationships with all stakeholders.

	<ul style="list-style-type: none">• The ability to understand the challenges of the Chief Executive's accountabilities and the judgment to be proactive in providing appropriate support services.• Is punctual in attending work, meetings, and training.• Uses initiative in resolving problems encountered in carrying out responsibilities.
Development and Training	<ul style="list-style-type: none">• Attends and takes part in training opportunities with an open mind.• Proactively seeks informal feedback on a regular basis.• Identifies development opportunities to assist in own personal growth.
Other tasks or duties as required from time to time	<ul style="list-style-type: none">• Provides support for adhoc work as it arises.