



## NGĀTI AWA GROUP HOLDINGS LIMITED

### JOB DESCRIPTION

**JOB TITLE:** *Personal Assistant (Kaiāwhina Whaiario) – Chief Executive Officer NAGHL*

**JOB TYPE:** *Permanent*

**LOCATION:** *Whakatane – preferred location. If a suitable candidate is found a Virtual PA (Remote) may be considered in exceptional circumstances.*

**SUPERVISOR/MANAGER:** *CEO, Ngati Awa Group Holdings Limited*

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#### BACKGROUND

Ngāti Awa is primarily located in the eastern Bay of Plenty Region. Ngāti Awa comprises 22 hapu (subtribes), with 15,258 people claiming affiliation to the iwi in 2006.

Following a Waitangi Tribunal decision and Crown settlement, Te Rūnanga o Ngāti Awa (TRONA) became the new governing body of the iwi in 2005. Based in Whakatane, the rūnanga manages the financial assets of the iwi, and promotes cultural, educational and economic development in the region.

Ngati Awa Group Holdings Limited (NAGHL) is the commercial arm of Te Rūnanga o Ngāti Awa.

NAGHL's purpose is:

*To become a major economic force to further and support Vision Ngāti Awa.*

*We will do this by maximising sustainable wealth from a diverse portfolio of investments.*

NGATI AWATANGA is the way we do things, which encompasses

- Koataata – Trust in Transparency;
- Taumatatanga – Excellence;
- Whānaungatanga – Relationships;
- Panekiretanga – Achieve;
- Manaakitanga – Care;
- Kaitiakitanga – Unity.

OUR PRIORITIES - for achieving the strategic vision are:

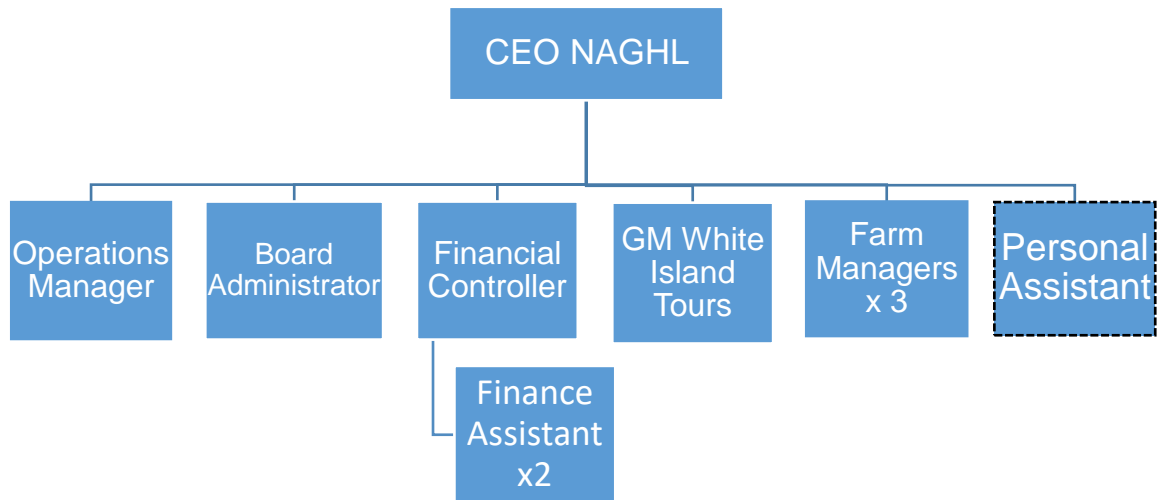
- Principled operating culture
- High performing diversified portfolio
- Smart effective alliances
- Outstanding people, systems and processes
- Prudent financial management

### PURPOSE OF POSITION

Reporting to the NAGHL Chief Executive Officer this position's primary responsibility is ensuring organisational effectiveness by assisting the CEO to manage Executive functions, Board, Staff and Stakeholder interactions, and the CEO's delivery of the Ngati Awa Group Holdings Strategic Plan.



## NGĀTI AWA GROUP HOLDINGS LIMITED



### Key Relationships

Internal	External
CEO NAGHL	Hapu
CEO TRONA	Iwi members
Group Financial Controller	Customers
GM White Island Tours	Suppliers
Operations Manager	Key Stakeholders
Farm Managers	Regional and Local Government
Board Chairs / Directors / Committee	Joint Venture Partners
Board Administrators	Public
All other Staff	

### KEY ACCOUNTABILITIES

#### Executive

- Maintain absolute confidentiality of CEO email, messages, conversations and documentation at all times;
- Provide secretarial, administrative, and executive support for the CEO;
- Screen the CEO e-mails, telephone calls and messages using judgement to redirect correspondence and queries as appropriate;
- Screen CEO meeting requests using judgement to redirect as necessary, or work to confirm with CEO and other meeting participants to ensure effective coordination of time and resources;
- Manage CEO diary to provide sufficient available time for Chairman and Directors, Board Paper preparation and stakeholder engagement, staff One on One's, staff meetings, H&S;
- Co-ordinate the delivery of regular reports from CEO staff and managers including Finance, White Island Tours, Farm Managers, Operations, Health & Safety etc.
- Assist in the preparation of Board Papers, researching, drafting and ensuring any additional information necessary is sought and delivered in appropriate timeframes;
- Ensure all communications are dealt with professionally, courteously, and any agreed actions delivered within acceptable timeframes;
- Prepare meeting agendas, minutes, letters and reports as necessary – drafted where required, recorded, are grammatically correct and delivered within required timeframes;



## NGĀTI AWA GROUP HOLDINGS LIMITED

- Ensure the CEO is fully appraised of priority issues, researching and preparing background material where necessary;
- Assist with recruitment and management of Human Resources for NAGHL and White Island Tours including maintaining and updating of online and media advertisements, handling queries, maintaining Position Descriptions, maintaining part-time and full time Individual Employment Agreement templates and other employment related templates as required;
- Proactively initiate work and continuously improve systems to reduce the administrative workload of the CEO;
- Ensure logistical arrangements for CEO meetings and engagements are co-ordinated with NAGHL Board Secretary;
- Identifying and escalating matters of risk to the CEO as required
- Organisation of draft Board papers and reports for the CEO's review and approval
- Regular operational planning and progress meetings with CEO.

### Management Team

- Contributes to the team with the NAGHL Strategic Plan Measurement Framework, including monitoring, evaluation, development and reporting of each strategic framework targets.
- Works in a team approach, consulting other team members, partners and other key stakeholders ensuring all parties are aware of current status and goals yet to be achieved;
- Preparing One on One notes for the CEO and staff, keeping a list of actions and deadlines;
- Following up actions and deliverables in a timely manner;
- Drafting monthly Board report for the CEO;
- Collating and obtaining any necessary CEO approvals, sign offs or escalations.

### Common Accountabilities

- Supports managers in delivering NAGHL objectives, including assisting in events and initiatives that fall outside the direct responsibilities of this post.
- Represents and promotes the objectives of Ngāti Awa at meetings, functions and events, some of which may occur outside normal office hours.
- Performs any other reasonable duties and tasks as requested by the CEO.

### Knowledge of:

- Executive management, administration and delegation;
- Task management, Board dynamics, staff management, stakeholder engagement, and Human Resource principles;
- Strong background or work experience in fast paced environment;
- Commerce, finance, Boardroom practices and governance.

### Person Specification

- Absolute discretion and honesty
- At least 3 years experience in similar senior role, or comparable administration role at a public or private organisation;
- Action focussed individual, able to communicate easily with a wide range of stakeholders;
- Well organised, thorough, responsive and discrete.
- Good communicator, both written and verbal.



Ability to:

- Demonstrate commitment to high professional ethical standards and provide a discretionary style of leadership
- Excellent people person, open to direction and collaborative work style and commitment to get the job done;
- Ability to challenge and debate issues of importance to the organisation.
- Ability to look at situations from several points of view
- Persuasive with details and facts;
- Delegate responsibilities effectively
- Persistent engagement with action plans, task lists and able to encourage others to get the job done on time to plan;
- Establish and maintain effective working relationships with staff, Board members, Te Runanga O Ngati Awa, and key stakeholders.
- Effectively communicate both orally and in writing.

Skills Required

- Strong communication skills both written and verbal, excellent report writing and organising skills
- Good computer skills (MS Office, Word, PowerPoint)
- A team player, ability to multi-task and work in cross-functional, fast-paced environments with the pressure of deadlines;
- Excellent interpersonal skills and a collaborative management style.
- Commitment to NAGHL roles, priorities and strategies

End.