POSITION DESCRIPTION

Pou Amotake / Senior Executive Assistant

Reports to: Transitional Executive Manager
Employment status: Full time, permanent
Direct reports: None

Position purpose

To provide high-level executive and governance support to the Transitional Executive Manager, increasing executive capacity and supporting the effective delivery of Te Here ā Nuku's priorities. The role will contribute to establishing the Trust's operations, systems and ways of working, while providing the ongoing coordination and support needed for effective executive and governance functions.

The Pou Amotake / Senior Executive Assistant will manage the executive office, protect the Transitional Executive Manager's time, anticipate what is coming, keep priorities and commitments moving, and make sure the right information and people are brought together when needed.

The role will also provide day to day support for Trustee and Committee processes and progressively take responsibility for their administration as Te Here ā Nuku's governance systems are established.

The role will also provide high-quality drafting support, including preparing straightforward papers, briefing notes, letters and correspondence where the underlying position or direction is established.

This is an experienced senior executive support role. The person is expected to exercise sound judgement, work independently and resolve routine matters without requiring close supervision.

Key accountabilities

Area	What this role is responsible for
Executive priorities and diary	Manage the Transitional Executive Manager's diary, schedule and day to day workflow. Understand priorities, manage competing demands, anticipate what is coming up and protect time for the matters that require executive attention.
Drafting and correspondence	Draft clear, accurate letters, emails, briefing notes, straightforward papers and other executive material. Where the Trust's position or direction is already established, prepare material to a standard requiring minimal executive revision.

Board and Committee support	Coordinate the practical administration of Trustee and Committee meetings, including meeting calendars, agendas, BoardPro, collation and distribution of papers, attendance requirements and follow up. Prepare accurate draft minutes and action records for review and approval. Maintain approved governance records and make sure meeting information is complete and accessible.
Trustee and Committee papers	Keep track of matters due to Trustees and Committees. Follow up paper owners and check papers are complete, clearly presented and ready for circulation, including that required attachments and approvals are in place.
Meetings and hui	Coordinate significant meetings, hui and external engagements involving the Transitional Executive Manager, including preparation, logistics, documentation and follow through.
Actions and commitments	Maintain a reliable view of significant executive, Trustee and Committee actions and commitments. Follow up responsible people and bring matters back where they are delayed, sensitive or require further decision.
Internal and external coordination	Coordinate matters involving the Transitional Executive Manager, Trustees and Committees across the internal team and external providers. Understand who is responsible for different areas of work and make sure matters reach the right person.
Executive administration	Manage travel, expenses, purchasing and other executive administration and establish practical systems that make the executive office work efficiently.

Decision making and authority

The Pou Amotake / Senior Executive Assistant is expected to exercise considerable independent judgement within the role. This includes managing and prioritising the Transitional Executive Manager's diary and workflow, responding to or redirecting routine requests, coordinating meetings and information, following up actions, preparing draft material and resolving routine administrative matters.

The role is responsible for the day to day administration of Trustee and Committee processes, including BoardPro, agendas, meeting papers, draft minutes, action records and governance records.

During the establishment period, the role will work alongside external governance and organisational support responsible for developing and improving governance systems and

processes. As those systems are established, the Pou Amotake / Senior Executive Assistant will take responsibility for their ongoing administration.

The person should understand Te Here ā Nuku well enough to recognise when something is significant and needs executive or Trustee attention. Routine matters should be dealt with without unnecessary escalation.

Key relationships

Relationship	**Purpose**
Transitional Executive Manager	Understand priorities and working style, anticipate what is required and provide high-quality support without needing constant direction.
Chair, Trustees and Committee members	Provide professional and responsive support for Trustee and Committee meetings and make sure papers, minutes, actions and meeting requirements are well managed.
Internal team	Coordinate matters requiring executive or governance input while respecting the responsibilities of each role.
External governance and organisational support	Work closely during establishment as governance systems and processes are developed and progressively take responsibility for their ongoing administration.
External advisers and organisations	Deal confidently with legal, financial, property, communications and other advisers, Crown agencies and external organisations on executive and coordination matters.

Knowledge, experience and capability

Essential

- Significant experience as a Senior Executive Assistant / Executive Coordinator or in a comparable role supporting a chief executive or senior leader in a complex environment.
- Demonstrated ability to anticipate what a senior executive will need and work effectively with limited supervision.
- Strong judgement and confidence managing competing priorities and working with senior people.
- Experience supporting Boards, Trustees or Committees, including agendas, papers, minutes, actions and governance records.

- Strong written capability and demonstrated experience drafting clear, concise and accurate correspondence, briefing notes, straightforward papers and other material for senior executive or governance audiences.
- Excellent organisation, prioritisation and follow through.
- Experience handling highly confidential and sensitive information.
- Strong digital capability, including confidence using Board and Committee meeting systems such as BoardPro and contemporary document, meeting and workflow systems.
- Ability to understand an organisation quickly and recognise the difference between a routine matter and something requiring executive or Trustee judgement.

Desirable

- Experience working in a Māori organisation or another organisation with a strong kaupapa and relationship base.
- Experience working in an establishment or significant organisational change environment.
- Experience working across multiple professional advisers and external providers.

Cultural capability

The Pou Amotake / Senior Executive Assistant must be able to work confidently and appropriately within a kaupapa Māori environment and develop a strong understanding of Te Here ā Nuku, Ngā Uri and the history and purpose of the Trust.

The role requires good judgement about relationships and the ability to work appropriately with Trustees, Ngā Uri and others connected to Te Here ā Nuku.