

EXECUTIVE ASSISTANT

ACCOUNTABLE TO:	General Manager Corporate
LOCATION:	New Plymouth, Taranaki
DATE:	July 2021

1. THE ORGANISATION

Venture Taranaki Trust (VT, or the Trust) is Taranaki’s regional development and promotion agency, encompassing a wide range of activities, spanning local and regional economic development and strategy, enterprise innovation and growth, regional promotion and marketing, sector development, and major event attraction. The Trust is a Council Controlled Organisation of the New Plymouth District Council, is governed by an independent Board of Trustees, and guided by the principles of Te Tiriti o Waitangi.

The long-term impact that we are working towards is a Taranaki economy that supports the well-being of our people and environment, underpinned by resilient enterprises, economies and communities. We do this by:

- Promoting Taranaki as a great place to learn, live, work, play, visit and create
- Providing enterprise support and enablement
- Undertaking research and thought leadership
- Promoting investment in Taranaki.

Our work is also guided by ***Make Way for Taranaki Tapuae Roa***, Taranaki’s regional economic development strategy, and by the **Taranaki 2050 Roadmap** for transitioning to a low emissions economy.

WORKING FOR US

Venture Taranaki is a small, high-performing team widely acknowledged as making a significant difference to the Taranaki region through what we do and how we do it. We encourage ongoing innovation and improvement and have a strong focus on staff engagement and workplace culture. The services and projects we deliver are varied and interesting and we endeavour to expose our team to a range of engaging and challenging work. Venture Taranaki is here to serve Taranaki and working with the Trust will allow you to make a meaningful contribution to the community on a daily basis.

2. THE ROLE

The Executive Assistant support the CEO, as well as undertaking administrative tasks to support the Board, events, and the effective functioning of the organisation.

TEAM:	Corporate
REPORTS TO:	General Manager Corporate, CEO and other Senior Management Team as required
DIRECT REPORTS:	None
INDIRECT REPORTS:	None
OPERATING BUDGET:	None
DELEGATED AUTHORITY:	None
STAKEHOLDERS – INTERNAL:	<ul style="list-style-type: none"> • VT Leadership Team • VT employees
STAKEHOLDERS – EXTERNAL:	<ul style="list-style-type: none"> • Consultants • Contractors providing services

3. RESPONSIBILITIES

- Secretarial support as required for the CEO
- Diary and mail management for the CEO
- Liaise with and/or assist VT team in relation to events, meetings, clinics, catering and special projects
- Provide governance support to the VT Board of Trustees
- Assist with administration of VT's payroll
- Assist with basic HR functions, including recruitment administration
- Lead VT's carbon reduction and waste minimisation programmes

4. SKILLS, KNOWLEDGE AND BEHAVIOURS

VT's core competencies below, outline the skills, knowledge and behaviours that are important to the organisation.

RELATIONSHIP MANAGEMENT	<ul style="list-style-type: none"> • Builds and maintains positive working relationships with internal and external stakeholders • Works well as part of the immediate and the wider team and is supportive and respectful of other team members • Consults and collaborates with others as appropriate • Represents VT in a professional and diplomatic manner • Demonstrates cultural and political awareness
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PLANNING AND ORGANISATION	<ul style="list-style-type: none"> • Demonstrates effective project management skills • Demonstrates effective time management skills • Prioritises competing demands without compromising the quality of work delivered • Plans ahead and complete projects
COMMUNICATION	<ul style="list-style-type: none"> • Is confident communicating clearly and persuasively to a range of audiences • Employs the most appropriate method/medium of communication to reach the desired audience • Is able to communicate complex ideas and issues in a way that is easy to understand
PROBLEM-SOLVING	<ul style="list-style-type: none"> • Demonstrates a solutions-based approach to overcoming problems in a positive and constructive manner • Analyses relevant information in a rational manner to form evidence-based judgements • Demonstrates creativity and innovation when assessing problems and developing solutions
STRATEGIC THINKING	<ul style="list-style-type: none"> • Demonstrates knowledge and understanding of the regional, national and international context VT operates within • Understands the strategic goals of VT and what these mean at an operational level • Proactively plans and takes appropriate action to achieve goals • Demonstrates an awareness of the political environment that VT operates within as a public service entity
INNOVATION AND CHANGE	<ul style="list-style-type: none"> • Looks for opportunities to make improvements and add value • Works cooperatively with others to develop innovative solutions • Sees opportunities and responds positively to change • Is open to feedback and seeks out personal opportunities to learn and grow
HEALTH, SAFETY AND WELLBEING	<ul style="list-style-type: none"> • Complies with the <i>Health & Safety at Work Act 2015</i> and VT's internal health and safety policies and procedures • Takes reasonable care of own health and safety while at work • Actively contributes to promoting a safe working environment

5. QUALIFICATIONS, EXPERIENCE AND PERSONAL ATTRIBUTES

- Computer literacy (primarily Microsoft products)
- 3–5 years' experience within a personal/executive assistant role
- High level of accuracy and attention to detail
- Knowledge of industry and/or public sector environment
- Demonstrate a high level of maturity, integrity and ability to work with confidential and sensitive information discreetly
- Highly developed written and oral communication skills
- Strong proofreading capabilities and an experienced minute taker
- A proven ability to self-manage, prioritise and coordinate multiple activities at one time as well as work calmly under pressure
- The ability to problem-solve, use initiative and display sound judgement
- The ability to handle multiple tasks and prioritise effectively
- A welcoming and positive manner, coupled with a desire to (build and) bring a Te Ao Māori perspective
- A positive mindset coupled with a desire to see the organisation succeed, be well-presented, and a great place to work.