

Te Whatu Ora Health New Zealand Te Matau a Māui Hawke's Bay	POSITION TITLE	Executive Assistant		
	DIRECTORATE	Digital Enablement	DEPARTMENT	Digital Enablement
	REPORTING TO (operationally)	Executive Director, Digital Enablement	REPORTING TO (professionally)	N/A
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role supports the Executive Director, Digital Enablement in Te Whatu Ora - Health New Zealand, Te Matau a Māui, Hawke's Bay. Staff reporting - N/A			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> To ensure that Executive Director, Digital Enablement and the wider team are supported to deliver measurable value across the health ecosystem Embody the Digital Enablement culture of excellent in customer engagement and working collaboratively across health 			
KEY DELIVERABLES	<p>Administration</p> <ul style="list-style-type: none"> Provide professional, confidential and comprehensive administration support to the Executive Director, Digital Enablement including calendar and correspondence Assist Executive Director, Digital Enablement in management of relationships with internal and external stakeholders to ensure they are of a high standard where the outputs of the Digital Enablement (DE) Team are held in high regard Wider administrative support to the Senior Leadership Team Proactive management of a wide variety of issues related to the DE office Schedule and organise workshops, team building and events i.e. venue, speakers, catering and communication DE Forums every 6 weeks – setup and assist with the implementation of content Builds effective working relationships with Executive Director, DE Senior Leadership Team (DE SLT), the wider DE team and externally Effectively manages highly confidential issues Agenda setting, actions and secretarial support for meetings and committees as required Schedule calendar invites and collate all documentation for meetings with flexibility Track actions, set deadlines, send outcomes as required and manage all events arising from meeting discussion <p>Relationship Management</p> <ul style="list-style-type: none"> Open and responsive to customer needs Foster an environment of continuous improvement and innovation Build relationships of trust through open and interactive communication Foster a culture of accountability, solution focus and proactive communication Builds effective working relationships Communicates effectively to all audiences. <p>Key Communications</p> <ul style="list-style-type: none"> Assist in preparation of key communications including: <ul style="list-style-type: none"> 6 weekly publication of the Digital Enablement newsletter Communications for Te Matau a Māui, Hawke's Bay intranet 'Our Hub' Development of 'one pager' visuals for key stakeholders Create and maintain presentations via various media, e.g. PowerPoint, Visio 			

HEALTH & SAFETY RESPONSIBILITIES	<p>Te Matau a Māui, Hawke’s Bay is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none">• Not to do anything that puts your own H&S at risk• Not to do anything that puts others H&S at risk• To follow all health and safety policies and procedures• To follow all reasonable health and safety instructions <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>	
KEY WORKING RELATIONSHIPS	<p>INTERNAL</p> <ul style="list-style-type: none">▪ DE SLT and Staff▪ Executive Leadership Team▪ Executive Leadership Team EAs▪ Directorate Leadership Team PAs▪ Heads of Departments▪ Finance▪ Human Resources	<p>EXTERNAL</p> <ul style="list-style-type: none">▪ Technical Advisory Services -TAS▪ Primary Care▪ Allied Agencies▪ Regional and National Te Whatu Ora - Health New Zealand▪ Ministry of Health▪ Health Hawkes Bay (Primary Health Organisation)▪ Contractors▪ Strategic Partners
DELEGATION AND DECISION	N/A	
HOURS OF WORK	80 per fortnight	
EMPLOYMENT AGREEMENT & SALARY	Individual Employment Agreement (IEA)	
DATE	August 2022	
EXPENDITURE & BUDGET ACCOUNTABILITY	\$2,000 (Te Matau a Māui, Hawke’s Bay Purchase Card)	
SCOPE & COMPLEXITY	This role is a support role within DE and supports the Executive Director, Digital Enablement and the DE SLT in their desire to develop a competent and service-oriented digital enablement team.	

ESSENTIAL CRITERIA

Qualifications

- Diploma or other relevant certificate, qualification or experience relevant to Business Administration.

Experience

- Experience in administration and secretarial support

Business / Technical Skills

- Can be relied upon to effectively manage highly confidential issues
- Self-motivated, innovative and flexible.
- Good Communication and Collaborative Skills.
- Advanced User of Microsoft Office applications especially: Word; Excel; Outlook; PowerPoint etc.
- Evidence of strong written and presentational skills
- Evidence of good organisation skills
- Evidence of self-awareness, and emotional intelligence
- Skills to learn new software and systems
- Demonstrates timeliness and the skills to meet deadlines
- Numeric. Ability to understand and interpret financial and non-financial information.

Key Attributes

- Demonstrated Integrity
- Demonstrated to live the Values of the Organisation
- Effective communication skills
- Assertive attitude with problem solving focus

Effectively Engaging with Māori

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is visible, welcoming and accessible to Māori consumers and their whānau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience
- Actively facilitates the participation of whānau in the care and support of their whānau member

DESIRABLE CRITERIA

Business / Technical Skills

- Strong work ethic
- Willingness to take on responsibilities
- Understanding of organisational dynamics and able to work effectively in a complex multi-professional workplace



Our Vision and Values

Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



HE KAUANUANU RESPECT

Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

ĀKINA IMPROVEMENT

Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

RARANGA TE TIRA PARTNERSHIP

Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

TAUWHIRO CARE

Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.