

## Executive Assistant to CE

POSITION DESCRIPTION	
TITLE	Executive Assistant to CE
REPORTS TO	Chief Executive
LOCATION	Wellington
DIRECT REPORTS	0
DATE	February 2019

### Site Safe

#### Our Vision

Construction - Proud to be Safe

#### Our Mission

Building a Safer Construction Industry Together

#### Who We Are

Established as a not-for-profit society in 1999, Site Safe’s goal is to help reduce harm in the New Zealand construction industry. A membership-based organisation with over 5,000 members, we provide leadership, advocacy and a range of services to support the industry to be safe. We help develop future health and safety leaders, provide education and resources, and give advice to businesses on solutions that make a real difference and ensure everyone goes home safe at the end of each day.

#### Our Values

	<b>Safety</b>	Safety and health are at the forefront of what we do and who we are.
	<b>Attitude</b>	We are respectful and honest. We believe with passion and work with integrity.
	<b>Fairness</b>	Our willingness to listen and learn enables continuous improvement towards excellence. We have inquiring minds and are open to change for the best outcomes.
	<b>Engagement</b>	Our sense of team and trusting relationships enables robust debate and best practice development.

## **Purpose of the Position**

The purpose of the position of Executive Assistant is to provide executive assistance to the CE, and executive support in relation to the CE's direct reports. The EA is also responsible for providing full support and coordination for the Site Safe Board, key governance groups and committees, and events attended by the CE and Board.

## **Key Responsibilities**

### **1. Executive Assistance to the Chief Executive**

- Manage the CE's time and diary, including managing competing demands
- Manage CE emails and correspondence
- Organise travel
- Prepare draft documents, correspondence, reports and presentations
- Format documents and presentations
- Manage information and communication to and from the CE
- Collate and prepare information to support the CE
- Undertake research as required
- Keep the CE informed on any likely or potential issues
- Assist the CE with invoicing, managing the budget and reporting requirements
- Organise, coordinate and provide support for internal and external meetings attended by the CE including, as required:
  - Collation and distribution of agenda and relevant documents prior to meetings
  - Room set up and catering requirements
  - Minute taking, distribution of minutes and follow up on items for action
- Organise and coordinate Leadership Team activities and events as required

### **2. Board and Governance Administration and Support**

- Assist with the onboarding of new Board members
- Liaise with Board members so they are well informed and prepared for meetings and any other Board related commitments
- Provide full secretarial support for Board and Subcommittee meetings including:
  - Collation and distribution of papers prior to meetings
  - Room set up and catering requirements
  - Minute taking, distribution of minutes and follow up on items for action
- Organise travel arrangements for Board members
- Plan and organise Board events as required

### **3. Events**

- Plan and lead the Site Safe national staff conference event
- Attend and support other key internal and external events as required including the Evening of Celebration

### **4. Work with other PA's/Support roles**

- Communicate and meet regularly with other PA's/Support roles to encourage the sharing of information, knowledge, coordination of activities and consistency across the organisation
- Keep PA's informed of anything they need to be aware of from Board or Subcommittee meetings or changes in the wider industry
- Mentor and provide support to other PA's as required

## 5. Health, Safety and Wellbeing

- Ensure personal and team responsibility in the application of Site Safe health and safety policies and procedures
- Identify and report on potential improvements to health and safety within the workplace
- Complete any required organisational health and safety related training or education

## Key Relationships

Internal	External
Chief Executive	Industry contacts
Leadership teams	Suppliers / service providers
Board members	Other PAs working with key stakeholders
PA's/Support roles across Site Safe	

## Person Specification

### Experience, Knowledge and Qualifications

#### Essential:

- Executive support experience working with a CE
- Excellent communication skills both written and oral
- Relationship management skills across a broad range of people
- Excellent organisational skills including time management and the ability to prioritise
- Advanced level knowledge of MS Office suite including Word, Outlook, Excel and PowerPoint
- Experienced minute taker
- Excellent attention to detail and accuracy
- Experience planning and managing events
- Knowledge of travel and accommodation networks

#### Desirable:

- Experience working with Boards
- Understanding of strategy and business planning processes

### Personal Attributes

- Works with discretion and understands the importance of confidentiality
- Demonstrates sound judgement and initiative
- Is flexible and comfortable managing last minute changes and ambiguity
- Demonstrates commitment to quality and meeting stakeholder and customer needs
- Demonstrates commitment to the Site Safe Values