

<b>Position Title:</b>	Executive Assistant
<b>Reports To:</b>	Director Information Technology and Property
<b>Direct Reports:</b>	Nil
<b>Grade</b>	15
<b>Group:</b>	Information Technology, Property/Infrastructure and Finance
<b>Key Relationships:</b>	External Stakeholders, plus all of AgResearch.
<b>Location:</b>	Tuhiraki - Lincoln

## WHO WE ARE

We are passionate innovators dedicated to making a difference in the future of New Zealand by delivering world-leading research through complex problem solving across diverse agricultural areas. The scientific community respects us for thought leadership. Industry partners trust us for the value we add to the sector. We are highly regarded by farmers and governmental stakeholders for all we do to keep New Zealand at the forefront of global agricultural excellence. We go beyond innovation to maintain AgResearch's role as a leading collaborator and contributor to New Zealand's worldwide agricultural reputation.

Our vision is to drive economic prosperity by transforming agriculture while incorporating the fundamental concepts of sustainability, environmental responsibility, and Mātauranga Māori.

## POSITION SCOPE & PURPOSE

The primary focus of the Executive Assistant (EA) is to support the Director of Information Technology and Property, and the Director of Finance, to enhance their productivity. Focusing on the key result areas set out below, the EA will deliver an exceptional level of service in a professional and customer-focused manner. The role requires a high level of tact and integrity due to the frequency of senior-level internal and external communication and regular exposure to confidential information. The EA requires a thorough knowledge of the business and is expected to be able to work independently with guidance as required from the Directors that they support.

It is expected that the EA will perform a wide range of administrative and general support duties while maintaining confidentiality and discretion to support the Directors to pro-actively manage their calendar and email, respond to correspondence, effectively manage documents, and disseminate information to relevant individuals. The EA will handle complex and sensitive issues in a professional and objective manner, and will take initiative as appropriate, especially in the Directors absence. Priorities will be well managed, and the EA will work closely with the Directors to ensure deliverables are met.



## KEY ACCOUNTABILITY AREAS

### EXECUTIVE LEVEL SUPPORT

- Provide high calibre executive assistance support to both the Information Technology Director and the Director of Finance
- Supporting the Director of Information Technology and Property, as Company Secretary, including the management of SLT minutes and other leadership meeting minutes where necessary.
- Supporting the Chief Executive and office of the CEO where necessary. Loading Committee/Board packs as required.
- Adept at using office technology and software systems to ensure tasks are completed efficiently and accurately.
- Always be two steps ahead, anticipating what is required and when, whilst ensuring tasks are completed to a high level.
- Responsible for diary and outlook email management, monitoring and prioritising all communication received by the CE/Directors, arranging travel, event management, organising external and internal appointments and working with the wider team to adhere to deadlines.
- Co-ordinates agendas and information for relevant meetings, distributes information required.
- Ensures the Directors are prepared for meetings, including co-ordinating agendas and information.
- Ensure instructions from the Directors are communicated to various individuals and areas timely and efficiently.
- Prioritise and action inward and outward correspondence, preparing drafts and replies to correspondence and responding to routine correspondence.
- Maintains confidentiality around sensitive and private information.
- Liaises with other AgResearch administrative support employees to ensure an efficient and consistent service, providing support and back-up when required.

### DOCUMENT AND INFORMATION MANAGEMENT

- Support Directors in preparing board and committee papers liaising with content contributors across the business and ensuring papers meet professional standards and final versions are centrally managed.
- Works with the Directors to prepare business papers, documents, briefing papers, and other types of documentation, as required.
- Provides a customer-centric office of the Directors ensuring a positive customer / stakeholder experience in all interactions with AgResearch employees.
- Processes Directors incoming correspondence and emails including allocating, redirecting for action, and following up on responses or requests for information where necessary.
- Transcribes written text, often of a highly technical and/or confidential nature.
- Assists the Directors with research, following up with actions on various matters, which fall within the Director's responsibility – chasing responses, and triggering follow-up actions.
- Supports the business planning processes ensuring business plans are completed within required timescales and to a high standard



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*Bright Minds*

*Leading the Way*

*Significance*

*Balance*

- Maintains the Directors office systems, including data management and filing.
- Actively participates in meetings with other Executive Assistants to enable sharing of best practices, ideas, and learnings.
- Contributes to effective communication channels among the Executive Assistant group.
- Ensure business policies are regularly reviewed and updated.

## SPECIALIST CO-ORDINATION SERVICES

- Provides a full range of administrative support including, but not limited to, filing and records management, emailing, , compilation and typing of correspondence, reports, letters and presentation materials, agendas as and when required by the Director/s.
- Co-ordinates and books domestic and international travel plus accommodation for the Director/s.
- Manages internal projects as delegated by the Directors.
- Co-ordinates the preparation of monthly expense claims for Directors.
- Manages all purchasing queries, processes POs as required for the Directors.

## ORGANISATIONAL OBJECTIVES

- Applies prescribed project management methodology into all project work.
- Applies principles of continuous improvement by taking ownership for identification, analysis and investigation of work-related matters with the intent to improve, manage compliance and initiate best practices in our place of work.
- Ensures that all information created or received during the course of your work is managed as per AgResearch Information Management policy. This includes naming, storing, classifying and ensuring it is available to other staff as per the policy.
- Actively participates in AgResearch performance process including setting objectives and having a robust development plan. Proactively and constructively contributes to performance conversations and personal development.
- Actively participates in developing capability to strive towards our responsibilities as a tiriti partner. This includes, Te Tiriti o Waitangi training, te reo Māori me ōna tikanga, cultural bias training and actively supporting Māori employees to mitigate inequities.
- Embraces the AgResearch Values framework and develops own behaviours to support these values on a continuous basis.
- Takes responsibility to understand and apply AgResearch policy, processes, systems, and procedures daily.
- Commits to accurate and timely information sharing and recordkeeping as per set organisational standards.
- The accountabilities set out above are not exhaustive. Therefore, it may be necessary for you to undertake other reasonable accountabilities as required, which are within your abilities.



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## HEALTH AND SAFETY

- Maintain current knowledge and comply with all AgResearch's health, safety, and wellbeing (Te Whare Tapa Whā), policies, frameworks, systems, and procedures.
- Ensure office environment meets Health and Safety requirements.
- Ensures awareness of own responsibilities and the procedures to follow in relation to health and safety.
- Identifies and reports any hazards, near misses, or incidents as per prescribed policy and procedures.
- Demonstrates safe workplace behaviour by taking all practicable steps to ensure own and others' safety in the workplace.
- Attends scheduled health and Safety training and development initiatives on a regular basis.

## OTHER

- Carry out any other reasonable duties as required by the Director of Information Technology and Property.

## PERSON SPECIFICATIONS

The EA will be comfortable working in a fast-paced and dynamic environment where workload and priorities are constantly changing. The person best suited to this position will possess the following:

## EDUCATION & QUALIFICATIONS

- Business Administration qualification or relevant experience is desirable.

## CAPABILITIES & EXPERIENCE

- Proven track record of experience and success in providing administrative and EA support.
- Personal integrity, sound judgment, and an honest and ethical approach.
- Strong written and oral skills with the ability to communicate complex issues and concepts clearly, succinctly, and with influence.
- Demonstrated agility in responding to changes in priorities.
- Excellent attention to detail, ability to multi-task, and work well under pressure.
- Initiative and a proactive approach to work supported by strong judgment and decision-making ability.
- Great relationship management skills and confidence in dealing with a wide range of people.
- Advanced knowledge in the Microsoft Office Suite applications.
- Proven ability to process numbers and data accurately.
- Full driver's license is a requirement.
- Interest in and knowledge of the pastoral industry would be an advantage.



- Experience within a Crown Research Institute/Government department is valuable.

## COMPETENCIES

Organisational wide competencies – these are the competencies determined by the organisation as critical to every role.	
Accountability	Accepts responsibility for one's actions regardless of outcomes.
Caring About People	Displays sensitivity towards the attitudes, feelings, or circumstances of others.
Developing People	Provides support, coaching, training, and career direction to others.
Integrity	Acts honestly in accordance with moral or ethical principles
Driving Results	Accomplishes goals, completes tasks, and achieves results.
Leveraging Diversity	Respects and values individual differences to obtain a desired effect or result.
Relationship Building	Develops collaborative relationships to facilitate current and future objectives.
Self-Development	Actively acquires new knowledge and skills to remain current with and/or grow beyond job requirements.
Role based competencies – these are the competencies required to perform this role.	
Positive Attitude	Displays a positive disposition towards work.
Detail Focus	Performs work with care, accuracy, and attention to detail.
Flexibility	Changes direction as appropriate based on new ideas, approaches, and strategies.
Planning & Organising	Coordinates and directs activities to help achieve business objectives.
Processing Information	Gathers, organises, and analyses diverse sources of information.
Listening to others	Listens and restates the ideas and opinions of others to improve mutual understanding.
Taking Initiative	Takes action without needing direction from others.
Self-Management	Demonstrates appropriate motivation, attitude, and self-control.

