

POSTION DESCRIPTION

Position Title:	Executive Assistant
Reports to:	Executive Director
Direct Reports:	Nil
Indirect Reports:	Nil
Group:	Ag Emissions Centre
Key Relationships:	Ag Emissions Centre Governance Group, Ag Emissions Centre Leadership team, AgEC employees, Key Ministry for Primary Industries leadership and their support staff. Key stakeholders for the Executive Director and their support staff. Bioeconomy Science Institute's Finance, People and Culture, Technology and Digital Services, Partnerships and Programmes, Financial and Legal Advisors/ Consultants,
Location:	Grasslands, Palmerston North
Korn Ferry Grade	KF 15

WHO WE ARE

The Ag Emissions Centre plays a critical role in New Zealand's efforts to reduce emissions through shaping, funding and managing a research and development portfolio, building capability and infrastructure, and partnering with others nationally and internationally to deliver on our ambition and outcomes. The Ag Emissions Centre is an independently funded and managed business unit hosted by the Bioeconomy Science Institute Maiangi Taiao.

Reducing agricultural emissions is a critical contribution towards mitigating the impacts of climate change, meeting national and international emissions targets, and ensuring our primary industries thrive and continue to play their vital role in the New Zealand economy. The Ag Emissions Centre aims to discover, develop, and make available practical and cost-effective technologies and practices for New Zealand farmers and growers to reduce agricultural greenhouse gas emissions.

The Ag Emissions Centre is a key part of the Government's approach to reducing agricultural emissions. In delivering to our vision and objectives we work with research organisations, government, Māori, the agri-industry, and farmers.

The Ag Emissions Centre currently manages a research portfolio comprising between \$45-50m per annum with contracting of both New Zealand and internationally based organisations and programmes.

POSITION SCOPE & PURPOSE

The primary focus of the Executive Assistant's role is to meet the administration needs, and enhance productivity of, the Ag Emissions Centre Executive Director and Governance Group. The Executive Assistant will proactively support the Executive Director, manage calendars and e-mail correspondence, arrange travel, schedule meetings, draft minutes and responses to correspondence, effectively manage documents and disseminate information to relevant individuals. The Executive

Assistant will handle arrangements for Governance Group meetings including the Directors' travel and accommodation, meeting rooms, catering, videoconferencing, and meeting minutes. This may include handling similar administrative matters for the Ag Emissions Centre leadership team.

The Executive Assistant must understand the business and be able to work independently, seeking guidance from the Executive Director when needed. The role requires effective priority management and close collaboration with the Executive Director to meet all deliverables. The Executive Assistant must act with a high level of tact and integrity due to the frequency of senior level internal and external communication and regular exposure to confidential information.

KEY ACCOUNTABILITY AREAS

EXECUTIVE ASSISTANCE

- Coordinates the full cycle of Governance Group and Leadership Team meeting administration, including agenda preparation, venue and catering arrangements, accurate recording of minutes and action items, maintenance of action plans, and timely distribution of minutes and relevant information in accordance with agreed operational timeframes.
- Ensure the Executive Director and Governance Group Chair are prepared for meetings with relevant documentation and pre-meeting briefings.
- Manages the Executive Director's diary, assessing priority of appointments and reallocating and rearranging as necessary.
- Manages all the Executive Director's travel and accommodation, and that of the Governance Group for Ag Emissions meetings or other business.
- Processes the Executive Director's email correspondence, ensuring that incoming correspondence is dealt with by the Executive Director or on behalf of the Executive Director (e.g. by the Leadership team) as appropriate.
- Assists the Executive Director in researching and following up with actions on matters that fall within the Executive Director's responsibilities – chasing responses, triggering follow-up actions.
- Liaises with the Governance Group and Leadership team, stakeholders, employees, and external parties as required.
- Screens calls, enquiries, and requests and resolve them when appropriate.
- Monitors the Ag Emissions Centre enquiry email inbox, ensuring queries are forwarded to the most appropriate person in the Centre, and follows up to ensure a response has been provided.
- Maintains confidentiality and handles complex, sensitive, and private information, taking initiative, especially in the Executive Director's absence.
- Liaises with other Ag Emissions Centre and/or Bioeconomy Science Institute support employees to ensure efficient and consistent service, and back-up if priorities permit.
- Works with the Executive Director and Leadership team to ensure that excellence is a core value

of the Ag Emissions Centre and clearly demonstrated in its work.

- Promotes and exemplifies a culture of collaboration, innovation, and high productivity throughout the Ag Emissions Centre.

DOCUMENT AND INFORMATION MANAGEMENT

- Works with the Executive Director and Leadership team to co-ordinate and prepare business papers, documents, briefing papers, and other types of documentation, as required.
- Maintains the Ag Emissions Centre Diligent Boards site, ensuring all Governance Group documents and resources are maintained effectively and kept up to date.
- Processes the Executive Director's incoming correspondence and e-mails 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.
- Maintains the Executive Director's office systems, including data management and filing.
- Actively participates in Bioeconomy Science Institute administration meetings to enable sharing of best practice, ideas and learnings while contributing to effective communication channels among the administration group.
- Assists the Executive Director with follow-up actions which fall within the Executive Director's responsibility.
- Ensure that information created or received during the course of your work is managed as per the Ag Emissions Centre and Bioeconomy Science Institute's Information Management policies and processes. This includes appropriate naming, storing, access, and classification.

SPECIALIST ADMINISTRATION SERVICES

- Provides a full range of administrative support including, but not limited to, filing and records management, e-mailing, photocopying, compilation and typing of correspondence, reports, letters and presentation materials, agendas as and when required by the Executive Director.
- Edits and proofreads Governance Group and Organisational documents as required.
- Coordinates the preparation of monthly expenses claims for the Executive Director as required.
- Assists with purchasing queries and processing orders as required.
- Processes Governance Group members expense claims.
- Welcomes visitors and arranges on-site catering and other logistics for Executive Director meetings.
- Coordinates and books domestic and international travel and accommodation for the Leadership team as time permits.

ORGANISATIONAL OBJECTIVES

- Understands and actively engages with the Ag Emissions Centre's commitments and

considerations related to Te Tiriti and Te Ao Māori.

- Applies and implements prescribed project management methodology into all project work.
- Applies principles of continuous improvement and pursuit of best practice by taking ownership for identification, analysis, and investigation of improvements that could be made to increase effectiveness and efficiency including the potential for application of artificial intelligence and machine learning tools.
- Actively participates in and contributes to performance conversations and personal development.
- Takes responsibility to understand and apply the Bioeconomy Science Institute's policy, processes, systems, and procedures daily, including any specific exceptions and/or additions specific to the Ag Emissions Centre.
- Commits to accurate and timely information sharing and recordkeeping per organisational standards.
- Performs additional tasks, duties and/or responsibilities as requested by the Executive Director.

HEALTH AND SAFETY

- Maintain current knowledge and comply with all the Bioeconomy Science Institute's health, safety, and wellbeing (Te Whare Tapa Whā), policies, frameworks, systems, and procedures.
- Ensures awareness of own responsibilities and the procedures to follow in relation to health and safety.
- Maintain current knowledge of the Bioeconomy Science Institute's Health and Safety Management policies, systems, and procedures and ensures awareness of own responsibilities and the procedures to follow in relation to health and safety.
- Ensure proactive and effective workplace injury management and ensure the appropriate rehabilitation and support for employees.
- 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 other's safety in the workplace.
- Attends scheduled Health and Safety training and development initiatives on a regular basis.

PERSON SPECIFICATIONS

The person best suited to this position will possess the following:

EDUCATION & QUALIFICATIONS

- A Diploma in Business Administration or relevant experience.
- A minimum of five years' experience in a similar position providing support to senior leadership.
- A minimum of five years' experience in a similar position providing support to Governance entities.

CAPABILITIES & EXPERIENCE

- Advanced knowledge in Microsoft Office including Outlook, Word, Excel, PowerPoint, SharePoint and Teams.
- Proficient in the use of Diligent Boards.
- Proven experience and an understanding of business support processes.
- Strong attention to detail.
- Commitment to customer centric behaviour.
- Demonstrates tact and integrity in frequent senior-level communications and when handling confidential information.
- Demonstrated ability to maintain awareness over many activities.
- Genuine commitment to providing a confidential, quality, and customer centric support service.
- Excellent organisational skills.
- Proven ability to remain calm under pressure, exercise sound discretion, and maintain a strong work ethic.
- Highly professional presentation and influencing style is required.
- Very good English communication and written capabilities.
- Proven ability to process numbers and data accurately.
- Full and valid driver's license is a requirement.
- Interest and knowledge of pastoral industry would be an advantage.
- Experience within a Crown Research Institute or similar research organisation would be an advantage.

COMPETENCIES

Organisational wide competencies – these are the competencies determined by the organisation as critical to every role.	
Accountability	Creates a climate of accountability through role-modelling and encouraging everyone to learn from mistakes.
Caring about people	Openly drives a culture of kindness and takes appropriate action to remove barriers of judgement.
Developing people	Drives a 'leader as coach' approach, provides space for innovation and risk taking whilst maximising learning opportunities.
Integrity	Openly stands up for what is right regardless of the consequences.
Driving results	Drives successful delivery of all projects and work plans across the group.
Leveraging diversity	Leads an inclusive and respectful work environment that promotes diversity and is free from discrimination and harassment.
Relationship building	Develops strategic relationships and leverages networks to achieve organisational results.
Self-development	Is a role model for learning, actively creates development opportunities and drives career development/ succession planning?
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 and organising	Gathers, organizes, and analyses diverse sources of information.
Processing information	Gathers, organizes, 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.