

Role	SENIOR EXECUTIVE ASSISTANT
Reports to	CEO
Direct reports	None
Hours	20 hours per week (flexible, subject to review in agreement with the postholder)
Location	Home-based, appropriate office equipment provided. Occasional travel within New Zealand may be required.
Primary objectives	To provide comprehensive high-level support to the Chief Executive and the wider team and executive of GPNZ, as required
Relationships (internal)	<ul style="list-style-type: none"> ▪ CEO, Chair and Executive ▪ Member Service Manager ▪ Committees and Committee Chairs (National CEO Group, Nursing Leadership Group, Primary Care Clinical leads, Māori Leadership group, Data and Digital leads)
Relationships (external)	<ul style="list-style-type: none"> ▪ Senior executives and staff of member organisations ▪ Senior executives and staff of health care partner organisations ▪ Key stakeholders, including Government agencies, professional bodies ▪ Suppliers and contractors
Nature and scope	<ul style="list-style-type: none"> • Responsible for ensuring the smooth day-to-day functioning of the CEO's office • Support the CEO and Member Services Manager with delivery of key projects • Liaise internally and externally in the planning and organisation of activities • Work closely with the Member Services Manager to support the efficient delivery of member services

KEY TASKS AND EXPECTED OUTCOMES

Work area	Key tasks/outcomes
Delivery of GPNZ work programme	<ul style="list-style-type: none"> • Efficient management of the CEO's diary and email. • High quality documents produced as required • Effective processes in place to ensure the smooth functioning of the CEO office • Travel and hotel bookings • Timely and efficient processing of invoices and relevant financial information • Supporting continuous improvement in business systems • General admin as and when required
Relationships	<ul style="list-style-type: none"> • Building and maintaining effective relationships with GPNZ employees, GPNZ executive members and other member organisation • Maintaining effective relationships with key stakeholder organisations • Maintain relationships and sharing of relevant information with suppliers

Governance	<ul style="list-style-type: none"> • Supports GPNZ's work programme including cultural growth and sector engagement activities • Maintaining a close and responsive working relationship is maintained with the Chair and Executive • Supporting the CEO in development of timely and high-quality meeting papers and support documents • Supporting the efficient running of Executive meetings and events, including venue hire, catering, equipment and writing minutes, as requested • Acting on requests from the Chair from time to time, as needed
Membership Services	<ul style="list-style-type: none"> • Supporting the effective running of membership meetings and events, including registrations, venue hire and liaison • Supporting member engagement through relevant IT platforms
<p><i>The tasks defined above are indicative and may change from time to time.</i></p>	

PERSON SPECIFICATION	
Qualifications	<ul style="list-style-type: none"> • NZQA 4 or above
Competencies	<ul style="list-style-type: none"> • High degree of computer literacy, including MS Word, PowerPoint, TEAMS, Outlook and Excel • Excellent written and verbal communication skills • Excellent numeracy skills • Strong administration, organisational and time management skills • Ability to set and meet deadlines and prioritise tasks • The ability to build and maintain relationships with senior leaders and stakeholder groups • An understanding of the responsibilities of working for a Ti Tiriti O Waitangi focused organisation • Resourceful and solution-focused
Experience	<ul style="list-style-type: none"> • At least five years' experience in a senior personal assistant role • Budget management • Project management • Event planning and co-ordination • Handling of confidential or sensitive information • Experience or understanding of working in a not for profit or membership organisation • Experience of working in the health sector or health sector knowledge preferred
Personal attributes	<ul style="list-style-type: none"> • Proactive, can-do attitude • Self-motivated • Strong Interpersonal skills • Excellent judgment • Detail orientated, with an emphasis on efficiency and accuracy • The ability to remain calm and focused under pressure

This position description was agreed between:

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Date

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CEO

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Date