

# STATEMENT OF ACCOUNTABILITY

## Personal Assistant to GM

**Te Whatu Ora**  
Health New Zealand

### TEAM

Office of the General Manager, Specialist Mental Health Services (SMHS)  
Administration Team, SMHS

### POSITION TITLE

Personal Assistant to General Manager (GM)

### REPORTS TO

General Manager of Specialist Mental Health Services

### OUR TEAM

### ACCOUNTABILITY

As a key support for the Divisional Leadership Team for SMHS, this role has shared responsibility for:

- Supporting DLT to engage with the SMHS team, Health NZ Te Whatu Ora – Waitaha Canterbury and Our Health Systems to build trust, common understanding and shared ownership
- Growing the understanding and engagement of the SMHS team with the vision and goals of the Canterbury Health systems
- Assisting in communicating SMHS purpose, clear direction, plans, alignment and priorities, enabling all teams and roles to know their accountability and responsibilities
- Assisting in building the functional capability of the service teams
- Supporting communication so the SMHS senior leadership teams and Our Health System partners, remains aligned with and informed about our plans, priority and progress
- Supporting the SMHS Divisional Leadership Team to collectively and individually bring the SMHS Leadership Ngā Pou Aronui to life in working with each other, the SMHS team and all stakeholders of SMHS

### MY ROLE

### RESPONSIBILITY

The PA role is responsible for enabling and supporting the GM's Office and Divisional Leadership Team within SMHS.

Specifically the role is responsible for:

- Providing administrative support to the General Manager and Operations Manager (OM) (diary coordination, minutes, agenda compilation, travel, etc)
- Assisting the GM and OM to link with activities across services and sites
- Supporting the DLT to achieve strategic goals for SMHS
- Managing information being communicated both to and from the GM office

## MY CAPABILITY

To be effective and succeed in this role it is expected the person will have the following proven capabilities:

- Excellent organisation and time management skills
- Accepts responsibility for actions and delivers results
- Demonstrates problem solving skills and shows initiative
- Committed to delivering quality outcomes
- Friendly and approachable, strong team player and communicates effectively with management, stakeholders and staff
- Maintain confidentiality
- Actively seeks feedback
- Build relationships

## MY RELATIONSHIPS TO NURTURE

### Internal

- Divisional Leadership Team SMHS
- Key personnel and staff of SMHS
- PAs at SMHS
- EAs and PAs across the District and Region

### External

- Te Aka Whai Ora, Manatu Hauora Ministry of Health
- Other national health entities
- Local and national health care providers
- Social Service Providers