

STATEMENT OF ACCOUNTABILITY

Executive Assistant

June 2025

TEAM

Office of the Chief Allied Health Scientific & Technical, Waitaha and Te Tai o Poutini

POSITION TITLE

Executive Assistant

OPERATIONAL REPORT

Chief Allied Health Scientific & Technical, Waitaha and Te Tai o Poutini

OUR CULTURE

At Health New Zealand, we are committed to honouring the principles of Te Tiriti o Waitangi by ensuring our partnership with Maori are at the forefront of all our conversations. We are also committed to putting people at the heart of all we do, so that we are all supported to deliver world class healthcare to our communities. This means we all behave with honesty, integrity and courage; doing the right thing by each other and our communities. We demonstrate care and concern for our own and others wellbeing. We believe that diversity and inclusion is critical to ensure we deliver the best care for our diverse communities. Therefore, we always respect and value everyone's differences. When making decisions we consider and seek a diverse range of viewpoints especially those from minority groups.

OUR TEAM

ACCOUNTABILITY

The Chief Allied Health Scientific & Technical a member of the District Leadership Team (DLT) has shared accountability for:

- Leading and engaging the Health NZ Waitaha and Te Tai o Poutini , Our Health System and key stakeholders across the New Zealand health and disability sector to build trust, common understanding and shared ownership.
- Growing understanding of, and engagement with, the Purpose [vision and goals] for Our Health System.
- Defining and aligning system-wide direction and plans, establishing clear priority, making sure all parts of the system know the accountability they share and have clear and agreed responsibilities.
- Building the People capability across the system and within the business to make it [the direction and plans] happen and building the process capability to do it effectively and efficiently.
- Communicating, so that across Our Health System and within Health NZ Waitaha and Te Tai o Poutini everyone remains aligned with and informed about plans, priorities and progress.

MY ROLE

RESPONSIBILITY

The Executive Assistant (EA) role is responsible for enabling and supporting the Chief Allied Health Scientific & Technical (CAHST). This entails ensuring communications are efficient and support the application of all Health NZ policies, processes and tools, including proactive issues management, relationship management to enable priorities and business objectives to be successfully achieved.

The foundation of the role encompasses many of the responsibilities of an EA however goes beyond this in terms of operating independently and acting on behalf of the CAHST.

Success in the role will largely be determined by your ability to remain one step ahead of your Executive and supporting your Chief to perform in their role. If they succeed so do you.

Specifically, the role is responsible for:

- Upholding the principles of Te Tiriti o Waitangi
- Investigating, researching, analysing and actioning issues as agreed
- Ensuring CAHST Office communications are triaged and managed effectively
- Working with and supporting the CAHST Office teams, on behalf of the CAHST, to achieve common goals
- Managing information being communicated both to and from the CAHST Office
- Actively managing and navigating future milestones across daily, weekly, and monthly horizons
- Keeping abreast of technology
- Establishment and maintenance of an effective information and data processing, filing, retrieval and management system
- Manage event preparations and content for workshops and meetings including minute taking where required

MY CAPABILITY

- Natural service ethos
- Display self-knowledge and self-awareness
- Actively seeks feedback
- Foster a positive culture
- Ability to negotiate
- Critical and logical thinking
- Autonomous problem solving
- Build relationships
- Adaptable to fast changing environments
- Advanced proficiency in Microsoft Suite
- Knowledge of Te reo Māori and tikanga Māori would be advantageous
- Proven experience in a PA/EA role is desirable

MY RELATIONSHIPS TO NURTURE

Internal

- District Clinical Leads
- Allied Health Scientific and Technical Leaders
- District Leadership support Team members
- District Leadership Team members and their teams
- General Managers, clinical leaders and their teams

External

- Relevant health providers across the Canterbury and West Coast region
- Relevant health providers across New Zealand
- Ministry of Health
- Māori & Pacific providers
- Various technology suppliers
- Relevant Regulatory Authorities, Relevant Professional Associations
- National CAHST Group

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.