



EASTERN INSTITUTE OF TECHNOLOGY
TE AHO A MĀUI

Senior Executive Assistant

Function:	Administration
Reports to:	Chief Executive Officer
Location:	Taradale Campus, Napier
Arrangement:	Permanent Full Time
Date:	June 2026

Pūtake | Purpose

The Senior Executive Assistant is a trusted partner to the Chief Executive and a key member of the Office of the Chief Executive. The role provides high-level executive, governance and administrative leadership support to enable the effective operation of the Chief Executive, Executive Leadership Team and Council.

The Senior Executive Assistant acts as a central point of coordination across executive and governance activities, ensuring priorities, information flow, decision-making processes and stakeholder engagement are effectively managed. The role leads the Chief Executive Office function, including oversight of administration and reception services, and contributes to the efficient operation of the organisation through proactive planning, sound judgement, discretion and relationship management.

Ngā Whanaungatanga | Working Relationships

Internal:	Chief Executive, Executive Leadership Team, Leadership Team, Corporate Services, Academic Schools, Facilities and Operations, Kaimahi across all campuses
External:	Council Members, industry representatives, partners and community representatives, iwi and hapū, public sector agencies

Mana Whakahaere | Resource Delegations

Financial:	As delegated from time to time
People:	<ul style="list-style-type: none">• Direct leadership and day-to-day management of the Receptionist and Executive Coordinator.• Responsibility for allocating, prioritising and overseeing executive administration activities within the Office of the Chief Executive.

Kawenga Mahi | Accountabilities

Support to the Chief Executive Officer (CEO)

- Provide high-level executive support to the Chief Executive, ensuring effective management of priorities, commitments and information flow, anticipating needs and proactively identifying solutions to support the Chief Executive's effectiveness.

- Support the Chief Executive's preparation for meetings, engagements, decision-making and external commitments through research, briefing materials, correspondence, presentations and the coordination of relevant information.
- Manage complex and dynamic scheduling requirements, ensuring the Chief Executive's time is aligned to organisational priorities
- Prepare, review and quality assure briefing papers, reports, presentations, correspondence and other documentation on behalf of the Chief Executive.
- Monitor and manage executive priorities, correspondence, actions and commitments, ensuring matters requiring attention are identified, escalated and progressed in a timely manner. Anticipate emerging issues, identify matters requiring attention and proactively facilitate timely action.
- Act as a trusted point of contact for internal and external stakeholders, exercising sound judgement, professionalism and discretion.
- Manage communications and information flow between the Chief Executive, Executive Leadership Team and key stakeholders as required.
- Maintain accurate and well-organised records, documentation and information systems on behalf of the Chief Executive.
- Support financial administration processes, including preparation and reconciliation of purchase orders, invoices, expenditure and credit card statements, ensuring accuracy and timely submission in accordance with financial policies.
- Ensure confidential and sensitive information is handled appropriately and in accordance with organisational requirements.

Executive Office Leadership

- Lead the day-to-day operation of the Office of the Chief Executive.
- Coordinate workflow, priorities and service delivery across the Executive Office.
- Provide guidance, support and day-to-day leadership to the Executive Coordinator.
- Allocate and oversee executive administration activities to ensure effective and timely service delivery.
- Develop and maintain effective systems, processes and standards for executive support services.
- Contribute to the development of a professional, customer-focused and continuous improvement culture within the Office of the Chief Executive.

Governance and Council Support

- Provide high-quality governance and administrative support to Council and its Committees, ensuring governance activities, documentation and records are effectively coordinated and maintained.
- Coordinate governance work programmes, meeting schedules, agendas, papers, minutes and action registers in consultation with the Chief Executive and Council Chair.
- Ensure governance records, processes and administrative requirements are maintained in accordance with EIT and statutory requirements.
- Track and monitor decisions, action items, and commitments arising from meetings, following up with responsible parties to ensure timely progress and completion.
- Facilitate expense reimbursements for Council members in accordance with organisational policy.

Executive Leadership Team Support

- Coordinate Executive Leadership Team meeting cycles and annual work programmes.
- Support the preparation, quality assurance and distribution of executive papers and reporting.

- Maintain Executive Leadership Team action, decision and reporting registers.
- Monitor progress against agreed actions and follow up with responsible parties as required.
- Support organisational planning, reporting and coordination activities as requested by the Chief Executive.
- Support the coordination and monitoring of key organisational priorities, executive work programmes and reporting requirements.
- Assist the Executive Leadership Team to maintain visibility of organisational priorities, commitments and reporting obligations.

Relationship Management and Stakeholder Engagement

- Build and maintain effective working relationships across the organisation and with external stakeholders.
- Represent the Office of the Chief Executive in a professional, responsive and customer-focused manner.
- Support stakeholder engagements, visits and events involving the Chief Executive, Council Chair and Executive Leadership Team.
- Contribute to a positive organisational culture through collaborative working relationships and a commitment to service excellence.

General responsibilities:

- Comply with EIT policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the manager.

Demonstrate commitment to:

Te Tiriti o Waitangi: Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre: Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity: Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence: Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga, Wheako, Mōhiotanga, Tohu Mātauranga | Skills, Experience, Knowledge and Qualifications

Essential

- Demonstrated experience providing executive support to a Chief Executive, Board, Council or senior executive leadership team in a complex, fast-paced environment.
- Demonstrated experience supporting governance and committee processes within a complex organisation.
- Excellent written communication skills, including the preparation of reports, briefing papers, minutes, presentations and executive correspondence.

- Strong organisational and time management skills with a proven ability to anticipate needs, and proactively manage priorities.
- Demonstrated experience leading, coordinating or overseeing administrative support activities.
- Proficient in Microsoft Office Suite (Word, Outlook, Excel) and digital information management systems.
- Demonstrated ability to exercise sound judgement, discretion and professionalism when handling confidential and sensitive information.
- Effective interpersonal and communication skills with the ability to build relationships and engage with a diverse range of stakeholders.
- Ability to work both independently and collaboratively, using initiative and problem-solving skills.

Desirable

- Experience in a tertiary education or public sector setting.
- Understanding of governance frameworks and statutory obligations.
- Familiarity with tertiary education systems, processes, or quality frameworks.
- Experience supporting committee or governance processes.
- Experience providing guidance or leadership to administrative support staff.
- Relevant qualification in business administration governance, management or a related discipline.

Ngā Uara o Te Aho a Māui | Values of EIT

Herea te momoho | Inspire success:

- Support continuous learning and improvement through collaboration.
- Encourage innovation and challenge existing ways of working to achieve better outcomes.
- Recognise and celebrate the achievements of ākonga, kaimahi, and whānau.

Herea te tangata | Nurture whanaungatanga:

- Build and maintain genuine relationships through manaakitanga, care, respect, and generosity.
- Honour wairuatanga by recognising and respecting diverse identities, perspectives, and needs.
- Work collaboratively in service of ākonga and communities, demonstrating kotahitanga to achieve shared goals and outcomes.

Herea te mana | Act with integrity:

- Act with honesty and integrity, doing what is tika and pono, even when it is not easy.
- Uphold the mana of others through respectful, trustworthy, and principled interactions.

Herea te pono | Be committed:

- Make sustained contributions toward shared goals and outcomes, aligned to a collective kaupapa.
- Take accountability for actions, impact, successes, and challenges.
- Maintain personal wellbeing and support the oranga of others to remain resilient in times of change.