



Position Description

Position title:	Executive Assistant	Date:	June 2026
Reports to:	ELT	Department:	Administration and Operations
Number of reports:	Direct: 0 Total (include indirect): 0	Location:	National Support Office
Delegated financial authority:	N/A	Budget ownership:	No
Level of influence:	Leading self Leading others		

Our Organisation

At Southern Cross Healthcare, our vision is to help people live their best lives by reimagining healthcare.

Across our nationwide network, we combine the skills of more than 4,000 people including nurses and anaesthetic technicians, working with specialists, surgeons, anaesthetists, and allied health practitioners.

As New Zealand's largest private provider of healthcare, our strong "for purpose ethos" and through being recognised as one of New Zealand's leading and most trusted brands, we are poised to amplify the delivery of healthcare services like no other.

Vision	Purpose
Our vision is for what we aspire.	Our purpose is why we exist.
To help people live their best lives by reimagining healthcare.	To advance the provision of quality healthcare in Aotearoa New Zealand.

Values and Behaviours

Care First: Care is at our heart. It's the foundation of who we are and how we approach our mahi. Through genuine manaakitanga, we deliver a quality of care that makes healthcare more human.

Better Together: Our strength comes from connection and collaboration – we bring together our diverse skills, perspectives, and experiences in the spirit of partnership and kotahitanga. We all play our part creating better outcomes for everyone.

Pursue Excellence: Every day brings a new opportunity to improve, innovate, and excel. We don't settle for 'good enough'. We're here to do our best work, delivering our best care for the people and communities we serve.

Role Purpose

The purpose of this role is to:

Provide full executive support to the allocated executives, assisting them to manage their day-to-day workflow/activities/priorities.

- Be a liaison point for the relevant executives, between their function, the wider business, the management team and external clients.

Key Relationships

Internal

- ELT member
- Executive Leadership team
- Senior Leadership group
- National Office staff

External

- Suppliers
- Travel Agency

Key Accountabilities

Executive Assistance

- Provide timely and confidential administrative support. E.g., Co-ordination of venues, travel, accommodation, catering and assistance with production of agenda, minute taking and action logs.
- Assist with the preparation of external and internal communications/presentations as well as the formatting and overview of all papers to be submitted.
- Provide assistance with projects as required, with the ability to adapt to any new projects or tasks as they occur, looking at the best way to achieve optimum results.
- Organise travel requirements ensuring cost-effectiveness for example, hospital visits and board meetings. Coordinate group travel plans and prepare full customer visit itineraries.
- Support with Board requirements which may involve liaison with Board Members external and internal.
- Provide cover for Executive Assistants and reception during periods of leave or absence

Management and Coordination of Calendar and Incoming Emails

- Full utilisation of Microsoft Outlook to ensure the executive's diaries are consistently kept up-to-date and all meetings are recorded with the appropriate information through the understanding of priorities, anticipating requirements and keeping ahead of deadlines.

- To maintain timely responsiveness to all incoming emails and to handle all matters affectively and appropriately, e.g., alert the executives of any matters of urgency especially during times of absence from the Hospital due to travel etc.
- Always maintaining a proactive approach.

Financial Support

- Utilisation of a company credit card and monthly reconciliation on behalf of the executives, always maintaining your discretion on spend.
- Reconciliation of the executives and credit card statements.
- Ensure executive expenses are within budget, including travel and event arrangements.
- Manage invoice payments in a timely manner.

Health, Safety and Wellbeing

- All employees are responsible for complying with health and safety policies and procedures.
- You are responsible for your own health and safety while at work and ensuring that your actions or inactions do not put others at risk.
- Identify, report and self-manage hazards where appropriate.
- Ensure that you complete early and accurate reporting of incidents at work.
- Participate and co-operate for shared health and safety responsibilities
- Actively participate where improvements to health and safety at SCHL can be made

Commitment to the principles of Te Tiriti o Waitangi

- Demonstrate awareness and understanding of Te Tiriti o Waitangi obligations through manaakitanga (respect) and kawa whakaruruhau (cultural safety) as evidenced in interpersonal relationships.

Commitment to Diversity, Equity and Inclusion (DEI)

- Honour diversity by acknowledging and respecting others' spiritual beliefs, cultural practices and lifestyle choices as evidenced in interpersonal relationships.
- Seek opportunities to include diversity, equity and inclusion practices in everyday work.

Commitment to Environment, Social and Governance (ESG)

- Engage in sustainable practices whenever possible. Try to reduce the environmental impact of your work and take an active role to initiate change to meet Southern Cross' ESG (Environmental, Social and Governance) commitments.
- Actively engage to improve your knowledge regarding sustainable practices whenever possible.

Role Requirements

Experience and skills required:

- Minimum of 5 years' experience as an Executive Assistant or similar working within a busy corporate environment
- Good written and verbal communication skills and personal presentation
- Ability to maintain confidentiality, and work with minimum supervision as part of partnership
- Reliable and flexible

Experience and skills desirable:

- 5-10 years of experience as an Executive Assistant.

Leadership Attributes	
Human Centred Leadership • Empathy • Adaptability • Connection Performance Coach • Accountability • Engagement • Collaboration	Change Enabler • Execution • Energy • Contribution