

POSITION DESCRIPTION

Job Title:	Executive Assistant
Department:	Executive Leadership Team
Location:	Ormiston Hospital
Reports to:	Chief Executive Officer (CEO)
Direct Reports:	2 (ELT Administrator and Credentialling Administrator & Admin Support)

Our Vision

"To be the Healthcare Hub of Excellence Chosen By Our Communities"

Our Values



PURPOSE

The purpose of this role is to provide high-level executive support to the Chief Executive (CE), and the OSEL Board. The role ensures the smooth day-to-day running of the Executive Office and plays a key part in delivering on strategic priorities across the organisation.

Acting as a strategic partner and trusted advisor, the Executive Assistant (EA) manages critical relationships, facilitates decision-making, and keeps the CE focused on the most important issues. This is a senior-level EA position, ideal for a proactive, composed, and highly capable individual who thrives in a fast-paced healthcare environment.

KEY ACCOUNTABILITIES

Executive Support to CE:

- Proactively manage complex calendars, appointments, and travel for CE.
- Manage internal and external communications on behalf of CE with professionalism and discretion.
- Draft, proof, and edit formal correspondence, Board reports, and strategic documents.
- Coordinate catering, meetings, and events for National Support Office (NSO), Board, Committee and Executive Leadership.
- Manage appropriate use of the company credit card for hospital-related purchases, working closely with the Accounts Payable team to ensure accurate reconciliation of orders and timely processing of payments.
- Filter and prioritise information and requests to ensure leadership focus and effectiveness.

Strategic & Project Support:

- Act as a liaison between CE and project teams, stakeholders, and hospital departments.
- Support strategic project planning and implementation, tracking milestones and ensuring timely follow-ups.
- Maintain an electronic tracking system for all strategic initiatives and projects.
- Anticipate operational or strategic needs and provide forward-thinking solutions.

Board & Governance Support:

- Provide administrative and logistical support to the Board of Directors.
- Manage Board communications, meeting packs, and shareholder correspondence.
- Prepare, distribute, and file meeting minutes for the OSEL Board, Shareholder Meetings, AGM, Property Subcommittee, and other governance-related forums.
- Work alongside the Quality and Risk Manager to provide oversight and compliance of the hospital's credentialling process through the Credentialling Coordinator.
- Coordinate administration for medical specialists, shareholders, and other key stakeholder groups as required.

Executive Leadership Team (ELT):

- Provide administrative support to the ELT as directed by the CE.
- Prepare, distribute, and file meeting minutes for the monthly ELT meetings.
- Ensure effective flow of information and timely follow-up on actions discussed in ELT meetings.

People and Culture:

- Oversee recruitment administration including contracts, onboarding, payroll coordination, and IT setup through the Executive HR Admin Support.
- Maintain staff records and HR documentation, ensuring proper filing and confidentiality.
- Provide leadership and direction to the Executive Team Administrator and the Credentialling Administrator.
- Assist with people-related processes including engagement initiatives and internal communications.

Health and Safety At Work:

- Comply with Ormiston Hospital's Health & Safety policies and procedures.
- Take responsibility for personal health and safety and contribute to a safe workplace.

RELATIONSHIPS

Internal

- Chief Executive Officer
- Chief Financial Officer
- Clinical Director
- Executive Leadership Team
- Billings and Contract Manager
- Specialists and Clinical Staff
- Admin Support Team
- Finance Team

External

- Chairman
- Board of Directors
- Service Providers
- Southern Cross National Support Office
- Southern Cross Joint Venture Hospitals
- NZPSHA
- Health NZ
- MCNZ

PERSON SPECIFICATION

Qualifications & Experience

Minimum Requirements:

- Post-graduate education in a relevant discipline *or* equivalent work experience in a healthcare or complex environment.
- Minimum 3 years' experience in a senior Executive Assistant role supporting C-level executives.

Preferred:

- Experience working with Boards and senior leadership in a governance-heavy environment.
- Exposure to clinical, business, or project management environments within healthcare.

Desired Skills & Attributes:

- Strategic thinker with strong business acumen and the ability to anticipate needs and plan several steps ahead.
- Highly organised with excellent time management and the ability to prioritise competing demands.
- Professional and approachable – the face of the Executive Office.
- Calm, composed, and confident under pressure, with strong problem-solving abilities.
- Proactive and self-directed with a “can do” attitude and strong attention to detail.
- Excellent interpersonal and communication skills, both written and verbal.
- Discreet and trustworthy with the ability to handle confidential information.
- Technologically confident and competent; comfortable using Microsoft 365 and document management systems.
- Demonstrated ability to work across a complex organisation, connecting people, information, and resources.
- Experience in project management and/or process improvement is advantageous.
- Committed to continuous self-development and professional growth.

The Executive Assistant is part of a wider team and, as such, the Chief Executive Officer may change the duties of the incumbent from time to time.

Signature of Incumbent:	
Date:	

Signature of Chief Executive Officer	
Date:	