

Executive Assistant

Kaupapa | Purpose

Provide senior executive level support to the Chief Executive of Toi Ohomai, ensuring the seamless management and coordination of strategic initiatives, and operational priorities.

The executive assistant is a trusted partner of the Chief Executive, ensuring the integrity of the Office of the Chief Executive is upheld, enhancing decision-making efficiency, and enabling the Chief Executive to focus on delivering educational excellence and organisational growth.

Reports to: Chief Executive

Team: Executive

Remuneration: \$84,000 – \$105,000 (Fixed remuneration excluding KiwiSaver)

Ngā mahi | Do

Works in partnership with the Chief Executive, shaping priorities, synthesising insights and advising on decisions and ensuring delivery of organisational priorities.

Lead coordination of strategy execution, tracks milestones, risks, dependencies and produce Chief Executive strategy dashboards and executive summaries.

Provide options and recommendations, triage issues, set decision frameworks and ensure high-quality briefings are prepared and actioned.

Liaise on behalf of the Chief Executive with key external partners, develops engagement plans and represent the Chief Executive as delegated.

Manage the Office of the Chief Executive performance system, track KPIs produce monthly/quarterly performance reports and escalate risks and mitigations and required.

Manage executive communications flow; crafts talking points and narratives; sets standards for official correspondence and external briefings.

Manages the operational budget for the Office of the Chief Executive, including approvals within delegated limits, acts per Chief Executive protocols when delegated.

Manages executive information systems (workflows, dashboards), defines data standards for ELT reporting, leverages analytics for decision-making.

Exercises high discretion and independent judgement on prioritisation, representation, and release of information, acts for Chief Executive within clear parameters.

Provide proactive, administration and coordination support to the Chief Executive. Anticipate the needs of the Chief Executive, applying specialist business and sector knowledge, to ensure that they are provided with the information and resources they need to prioritise, prepare and undertake their work activities in an informed way, including:

- Diary management and managing incoming emails on their behalf, responding, or distributing as required and follow up on any relevant actions to ensure they are completed
- Acting as a first point of contact for all enquiries, demonstrating sound judgement skills in informing the Chief Executive or disseminating as required
- Arranging travel bookings and itineraries for the Chief Executive and wider team executive team as required
- Assist in the preparation of strategic and annual business plans as well as other documentation as required.
- Arrange and coordinate meetings including agenda development, minute taking, report preparation and coordination, preparing presentations and arranging facilities, social events, accommodation and catering when required
- Prepare reports, papers, presentations and correspondence as required.

Demonstrate commitment to:

Ākonga at the center through ensuring positive outcomes for ākonga in all aspects of their learning journey.

Te Tiriti o Waitangi and Māori Success by positively championing and contributing to the success of partnerships with Iwi, Hapū and Mana Whenua, honoring Te Tiriti o Waitangi to uplift Māori success.

Equity by identifying and removing barriers to participation and achievement, and fostering inclusive, culturally responsive environments where all ākonga and kaimahi can thrive.

Vocational Education Excellence through building responsive provision and services to meet the needs of ākonga, and stakeholders and to enable future sustainability.

Pūkenga | Have

Minimum tertiary level qualification in Business Administration, Legal Studies or a related field, or the equivalent body of knowledge gained through experience

Significant experience in a same or similar position in a medium to large organisation

Experience providing executive level assistance and coordination support to a Chief Executive or executive member.

Proven experience influencing senior leaders, leading performance systems and managing stakeholders.

Experience in executive communications, performance analytics, risk management and data-driven decision support.

Experience within and / or understanding of the vocational education

Confidence and familiarity with public sector policies and procedures and the application of these within team and leadership practice



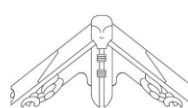
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

High level of discretion, professionalism, and attention to detail.

Strong organisational and time-management skills, including managing multiple and high-volume inquiries, prioritisation and problem-solving skills.

Excellent diplomacy, communication and interpersonal skills including strength in writing and reviewing documents

Advanced capability in Microsoft Office Products including Teams, Excel, Word and PowerPoint

Digitally savvy, with the ability to learn and apply new technologies quickly

Experience in supporting the inclusion of Te Tiriti o Waitangi practices in a workplace setting

Experience in supporting and advocating the use of te reo Māori, tikanga and mātauranga Māori in the workplace

Demonstrated practice in advocating and supporting approaches that promote equity and prioritise the needs of priority groups.

Waiaro | Be

At Toi Ohomai, Toiohomaitanga describes our way of doing and being. It reflects how we care for each other, work together, and uphold our shared purpose. These behaviours apply to all kaimahi, with expectations scaled to the nature and level of each role. They guide how we show up in our mahi, contribute to our collective success, and reflect our commitment to Ā mātou uara | Our values in everyday practice.

Ako: Demonstrates curiosity and a commitment to continuous learning. Applies new knowledge to improve practice and outcomes and actively contributes to a culture of shared growth. This supports toitūtanga by sustaining excellence and adaptability over time.

Authentic and Inclusive: Fosters inclusive environments where people feel safe, respected, and able to be themselves. Actively includes diverse perspectives, addresses inequities, and supports others to thrive. These behaviours reflect manaakitanga through care, generosity, and upholding the dignity of all.

Connected: Builds and maintains strong, trusting relationships across teams and communities. Fosters cross-functional collaboration by sharing knowledge, aligning efforts, and supporting others to achieve shared goals. Communicates with empathy and respect, contributing to a shared sense of purpose. This strengthens whanaungatanga by nurturing meaningful connections and collective wellbeing.

Innovative and impactful: Identifies opportunities to improve and applies evidence, creativity, and courage to drive meaningful change. Uses data and insights to inform decisions, challenge the status quo, and focus on outcomes that matter for ākonga, kaimahi, and communities. These behaviours reflect kotahitanga, recognising that lasting improvement is strengthened through collaboration and shared purpose.

Engaged: Actively participates in Toi Ohomai initiatives that advance our vision. Shares knowledge, supports others, and contributes to a positive, forward-focused culture. This is how we can live kotahitanga, working together with unity and purpose.



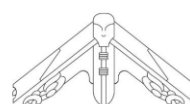
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

Self-aware: Demonstrates humility, reflection, and openness to feedback. Understands the impact of their actions and takes responsibility for creating conditions where others can thrive. This reflects toitūtanga through thoughtful and courageous practice that supports respectful relationships and sustainable ways of working.

Ngā Hononga Mahi | Working relationships

Internal: Governance, leadership, and teams, all kaimahi.

External: Supplier and contractors, government agencies

Resource delegations and responsibilities:

Financial: Nil

People: Nil



WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA