

# Executive Assistant

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## Kaupapa | Purpose

Provide high-level executive support to the Chief Executive, Executive Leadership Team, and governance body of Toi Ohomai, ensuring the seamless coordination of strategic initiatives, governance processes, and operational priorities.

Support Executive Leadership and governance, ensuring the integrity of institutional governance is upheld, enhancing decision-making efficiency, and enabling the executive team to focus on delivering educational excellence and organisational growth.

**Reports to:** Chief Executive

**Team:** Executive

**Remuneration:** \$64,000 - \$85,800 (Fixed remuneration excluding KiwiSaver)

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## Ngā mahi | Do

Provide proactive, professional, high-quality expertise, administration and support to the Chief Executive and Executive Team. 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 executive leader or disseminating as required
- Making appropriate decisions on behalf of the Chief Executive within relevant protocols and policies
- Administering financial and purchasing processes on behalf of the Chief Executive and direct reports
- 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 and 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 which required
- Prepare reports, executive papers, presentations and correspondence as required
- Support to the executive leadership team as required

Provide governance oversight and secretarial support to the board (or other governance structure) of Toi Ohomai, including;

- Organise and prepare Board and committee meetings, including agendas, minutes, and documentation.
- Ensure compliance with governance policies and statutory requirements.
- Liaise with Board members and executive leadership to support decision-making processes.
- Maintain accurate records of Board activities and resolutions.

**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.

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## 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 high level administrative and coordination support to executive teams

Experience providing administrative and coordination support to governance and committees

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

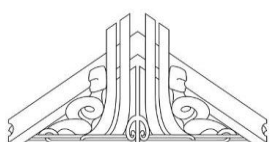
High level of discretion, professionalism, and attention to detail.

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

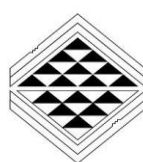
Digitally savvy, with the ability to learn and apply new technologies quickly



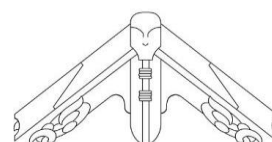
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

An understanding of the obligations to include Te Tiriti o Waitangi in workplace practices.

Ability to support and advocate the use of te reo Māori, tikanga and mātauranga Māori in the workplace.

Ability to support and advocate approaches that promote equity and prioritise the needs of priority groups.

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## 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.

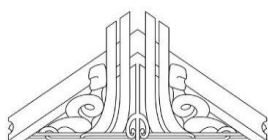
**Authentic and Inclusive:** Fosters inclusive environments where people feel safe, respected, and able to be themselves. Actively includes diverse perspectives, addresses inequities, and supports others to thrive. These behaviours reflect manaakitanga through care, generosity, and upholding the dignity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

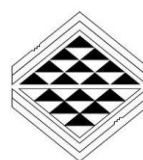
**Self-aware:** Demonstrates humility, reflection, and openness to feedback. Understands the impact of their actions and takes responsibility for creating conditions where others can thrive. This reflects toitūtanga through thoughtful and courageous practice that supports respectful relationships and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



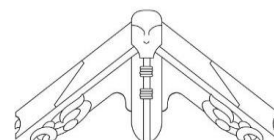
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## Ngā Hononga Mahi | Working relationships

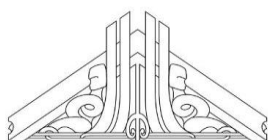
**Internal:** Governance, leadership, and teams, all kaimahi.

**External:** Supplier and contractors, government agencies

**Resource delegations and responsibilities:**

**Financial:** Nil

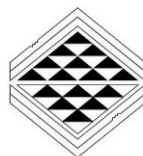
**People:** Nil



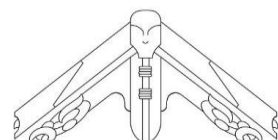
WHANAUNGATANGA



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