



Position Description

Role Title	Senior Executive Administrator		
Reports to	Chief Executive Officer		
Type	Permanent, Full Time		
Location	Auckland	Band	
Approved by	CEO	Date	

Global Women			
<p>A collaboration of Aotearoa New Zealand's most influential women leaders promoting inclusion and diversity to improve societal and economic growth / prosperity.</p> <p>Our kaupapa is to champion and encourage diversity in leadership in Aotearoa New Zealand through among other things promoting, encouraging, and facilitating the development of Aotearoa New Zealand women. We harness the influence of our members and business partner organisations, and work with them to catalyse change.</p>			
Global Women 2021-2023 Strategic Focus			
Work alongside wāhine Māori as the foundation to increase diversity of women in leadership.			
Vision:	A gender equitable and prosperous Aotearoa New Zealand		
Purpose:	Super-charging women leaders that reflect our communities		
Promise:	Every day advancing women		
Our Values:	Kotahitanga:	We draw strength from unity and a shared sense of belonging.	
	Courage:	We do the right thing.	
	Manaakitanga:	We honour and respect others.	
<p>Global Women has a small, agile team. We are highly motivated and work collaboratively in a fast paced, team environment. We use our collaborative approach to manage three workstreams that underpin the foundation of our organisation.</p> <ul style="list-style-type: none"> - Membership - Champions for Change - Women in Leadership Programmes - Advocacy <p>We require operational excellence at all levels to ensure our work streams are effective and efficient and we achieve through our people.</p> <p>Belief in the power of diversity and having a strong interest in what we do, and how we do it, will contribute to your success in this key role.</p>			

This Role
<p>The Executive Assistant is responsible for providing comprehensive support to the CE and the Champions for Change Director. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions with a high level of professionalism and confidentiality.</p>

Areas of Accountability	Objective
Governance	<p>Manage all Governance arrangements including the Board and its Committees to ensure that governance is in line with the Constitution and the Board Policy and meets all regulatory requirements.</p> <p>Act as liaison and provide support for Chair and Trustees – arrange and handle all logistics for Board meetings and events. Schedule meetings, draft agendas, compile and distribute papers for board pack, attend Board and Committee meetings and take Minutes. Distribute Minutes in a timely manner and upload to BoardPro. Ensure Action items that related to the Chief Executive are carried out.</p> <p>Work with the GW team to ensure that cohesive governance, risk management policies and guidance are in place to clearly define responsibilities, processes, delegations, and decision-making powers; and fully comply with organisational business and regulatory requirements. Adhere to compliance with applicable rules and regulations set out in Trust Deed and Charities Act.</p> <p>Prepare quarterly and reporting and other papers for Board and Committee meetings.</p>
Executive Support to Chief Executive	<p>Act as point of contact for Chief Executive, Champions for Change Director. Complete a broad variety of administrative tasks that facilitate the group to effectively lead and serve the organisation. Including diary management, meeting arrangements, room bookings, collating and preparing information for meetings with staff and external parties, assisting with special projects and travel arrangements.</p> <p>Serve as primary point of contact for Chief Executive for internal and external matters relating to Global Women. Prioritise and determine appropriate course of action, referral, or response, exercising judgement to reflect CE style and organisation practice. Follow up on contacts made by CE to cultivate ongoing relationships.</p>
Human Resource Management <i>Global Women has current and robust systems, processes, documentation and Policies and procedures in place to support delivery of its strategic goals to meet legislative requirements.</i>	<p>Undertake and be responsible for the development and implementation of appropriate HR policies and practices including recruitment, training and development, performance management and remuneration for all staff. Arrange staff annual performance reviews and ensure records are kept up to date.</p> <p>Work with the wider GW team to improve operational systems, processes, and policies to support management reporting, information flow and management, business processes, and organisational planning.</p> <p>Ensure HR policies, procedures, employee related records and documentation are consistently current and meet legislation requirements relevant to GW, in consultation with GW's legal partner Minter Ellison Rudd Watts.</p>

Financial management	<p>Support submission of funding applications Report any budgetdiscrepancy or concerns to CEO and seek resolution.</p> <p>Check monthly batch payments are correct, invoices and receipts, Uber statements etc. and submit to Accountants for payment.</p> <p>Adhere to Delegated Financial Policy.</p>
Reporting	<p>Provide accurate, timely and relevant management information, including monthly to CEO and board, and annual audits, for reporting purposes.</p>
Travel	<p>Arrange Travel for Board members and staff as and when required ensuring best possible price.</p>
Office Support	<p>Manage contractors e.g., Landlord, cleaner, photocopier supplier etc. and ensure that office supplies are fully stocked and in good working order.</p>
<p>Health and Safety at Work</p> <p><i>It is everybody's responsibility to ensure they areaware of and follow Global Women's healthand safety policies and procedures.</i></p>	<p>Understand and meet your GW H&S responsibilities, including Hazard Management.</p> <p>Communicate and consult with employees on health & safety matters.</p> <p>Ensure effective injury Management processes are in place for injured employees.</p> <p>Investigate and report work related accidents, illnesses and incidents accordingly to legislation and GWs policies and procedures.</p> <p>It is everybody's responsibility to ensure they are aware of and follow Global Women's health and safety policies and procedures.</p>
Role Financial Dimensions	
Budget	<p>Draft work with CFO and Accounts to annual organisation budgets for approval by CEO and GW Board.</p> <p>Draft and update forecasts as required.</p>
Financial Management	As per GW policy
Authority to commit	As per GW policy
Key Working Relationships	
Peers	GW Office Team
Internal/ External Stakeholders	<p>CEO, Champions for Change Director, Communications & Marketing Manager, Operations & Capability, Events Manager, GW Office Team</p> <p>GW Investment Partners, GW Members, Diverse and Inclusion Working Group, GW Vendors, Champions for Change.</p> <p>MSL (external comms agency)</p> <p>My Two Cents (Accountants) and Audit Partner (when necessary)</p>

Qualifications, Experience & Capabilities		
<p>Knowledge & Experience</p>	<p>Strong ability to execute work with a diversity, equity and inclusion lens</p> <p>Significant executive support experience, including supporting C-level executives. Non-profit board experience is highly-preferred.</p> <p>Expert proficiency with Microsoft Office, BoardPro and familiarity with CRM.</p>	<p>All Required</p>
<p>Capabilities & Skills</p>	<p>Technical proficiency and problem-solving skills. Strong verbal and written communication skills.</p> <p>Exceptional organisational skills and impeccable attention to detail.</p>	
Indicators of Success		
<p>Relationship Management</p> <p><i>Manage constructive working relationships with work colleagues and external stakeholders to enhance understanding and cooperation needed to achieve results.</i></p>	<p>Participates as an active team member and contributes knowledge and expertise needed to achieve GWs outcomes.</p> <p>A strong and highly valued team player, with high levels of interpersonal savvy in building relationships with GW members and GW Investment Partners.</p> <p>Adapts to different cultures and environments and works effectively with people from different backgrounds, cultures, and areas of responsibility.</p> <p>Flexible attitude to working environment and ability to work as part of a small and dynamic team.</p> <p>Relates well with all kinds of people – up, down, sideways, inside, and outside of the organisation.</p>	

<p>Self-motivation and ability to motivate others.</p>	<p>Exhibits an appropriate level of energy and resilience in the workplace whilst remaining calm and positive when confronted with obstacles or setbacks.</p> <p>Keeps challenges in perspective and remains professional in style and manner across all situations.</p> <p>Talks about possibilities and is optimistic.</p> <p>Enjoys working in growth environments, is an influencer, and can drive change in performance.</p>
<p>Organisational Commitment</p> <p><i>Role model the standards of integrity and conduct for Global Women.</i></p>	<p>Helps promote and builds commitment to GW's vision, mission, values, and services.</p> <p>Imparts our strategic visions, proactively shaping a positive culture.</p> <p>Complies with all legislation requirements.</p> <p>Understands Equal Opportunity Opportunities principles and their application in a team environment.</p> <p>Adheres to Global Women's Code of Conduct.</p> <p>Willingly undertakes any work required within the context of this position.</p>
<p>Timely Decision Making</p>	<p>Motivated and highly effective when working towards delivering against objectives. Can effectively deal with competing priorities or heavy workload.</p> <p>Results-oriented in situations that are of interest, in addition to those that are more routine and less interesting.</p> <p>Sets high standards for performance and consistently demonstrates the initiative to suggest changes and process improvements.</p>
<p>Problem Solving</p>	<p>Demonstrates a strong ability to work with problems and analyse data in the workplace. Understands new and complex information.</p> <p>Thinks outside the box and provides creative and alternative ways to enable GW to meet its strategic goals.</p>