

# Burnett Foundation Aotearoa

## POSITION DESCRIPTION

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| Employee                   | Vacant   |
| Position                   | Executive Assistant  |
| Employment Basis           | Permanent, Part-Time (22.5 hours per week, 0.6 FTE) ideally across 5 days but flexibility is negotiable  |
| Location                   | National Office, 31-35 Hargreaves St, St Mary's Bay, Auckland  |
| Reporting to               | Head of Shared Services  |
| Direct Reports             | NIL  |
| Team Purpose               | <p>The Shared Services Team provides efficient administrative support to the organisation in the areas of finance, HR, data services, property, legal, risk and compliance.</p> <p>We strive to be an approachable, high performance, 'can do' team that provides solutions, advice and systems that enable our people to focus on community outcomes.</p>   |
| Key Internal Relationships | <ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Shared Services Team</li> <li>• Head of Services and Outreach</li> <li>• Head of Marketing, Communications and Fundraising</li> <li>• Head of Policy, Advocacy and Science</li> <li>• Trust Board Secretary</li> </ul>   |
| Key External Relationships | <p>Building and developing credible high-trust relationships with stakeholders will be critical in ensuring the interests of the Chief Executive and organisation are always represented in a professional manner. They include:</p> <ul style="list-style-type: none"> <li>• Communities affected by HIV, especially gay, bisexual and other men who have sex with men (MSM) and people living with HIV (PLHIV)</li> <li>• Partner organisations, individuals or groups working to improve HIV, sexual health or rainbow health</li> <li>• Service providers and contractors including key agencies and suppliers</li> <li>• Te Whatu Ora sexual health and infectious diseases services, GPs and primary care providers</li> <li>• Key funders and government agencies such as Te Whatu Ora, Ministry of Health and PHARMAC</li> </ul> |
| Role Purpose               | <ul style="list-style-type: none"> <li>• Provide high-level confidential, timely and accurate executive-level support to optimise the Chief Executive's productivity and effectiveness</li> <li>• Facilitate the coordination and integration of information, planning and reporting to enable the effective functioning of the Chief Executive and leadership team</li> <li>• Ensure the interests of the Chief Executive and organisation are always represented in a professional manner</li> </ul>   |

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| <b>Who we are</b>   |
| <p>Burnett Foundation Aotearoa (formerly New Zealand AIDS Foundation) has been at the forefront of the community response to HIV in Aotearoa for more than 30 years; a history we're very proud of.</p> <p>With the same passion and commitment as those who came before us, we are working hard to prevent transmission, reduce stigma and maximise the wellbeing of those most affected.</p> <p>Through our community engagement, behaviour-change marketing campaigns, and testing and therapeutic support services, we reach people across the country.</p> <p>As a registered charity, our work is made possible through funding from the Te Whatu Ora, passionate trust foundations and donations from like-minded individuals who share our vision. Together, we are working towards an Aotearoa with zero HIV transmissions where people living with or affected by HIV flourish.</p> |

## Key Areas of Responsibility and Ownership

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| <b>Organisational Leadership</b>  |
| <ul style="list-style-type: none"> <li>Actively support the Chief Executive to build and develop high-trust relationships internally and externally</li> </ul>  |
| <b>Executive Support</b>  |
| <ul style="list-style-type: none"> <li>Build a collaborative relationship with the Chief Executive to understand priorities and anticipate needs so you can maximise their effectiveness</li> <li>Filter 'distractions' for the Chief Executive to enable them to work more effectively and efficiently, helping ensure effective time management</li> <li>Create and manage workflows/ projects as required to support the Chief Executive and leadership team</li> <li>Facilitate the coordination and integration of information, planning, reporting and compliance processes on behalf of the Chief Executive</li> <li>Maintaining professionalism and strict confidentiality with all materials and exercise discretion. Ensure compliance with legislation, internal policies, and organisation standards</li> </ul> |
| <b>Administrative Support</b>   |
| <ul style="list-style-type: none"> <li>Provide effective administrative support (email and diary management) for the Chief Executive, considering priorities, commitments, and conflicting demands</li> <li>Draft emails, reports, proposals and letters on the Chief Executive's behalf</li> <li>As required, support other areas of the organisation's administration activities, answering phones, organising events and other activities as requested</li> <li>Managing travel arrangements and logistics for the Chief Executive</li> </ul>  |
| <b>Relationships and Partnership</b>  |
| <ul style="list-style-type: none"> <li>Work collaboratively with Leadership Team and other team members</li> <li>Build and develop credible high-trust relationships with stakeholders to ensure the interests of the Chief Executive and organisation are always represented in a professional manner</li> </ul>   |
| <b>Self-Development</b>   |
| <ul style="list-style-type: none"> <li>Through the Performance Review process, establish personal/professional development needs/goals that support success in the role of Executive Assistant</li> </ul>   |
| <b>Safety and Wellbeing</b>   |
| <ul style="list-style-type: none"> <li>Lead on organising safety and wellbeing meetings and compliance reporting</li> </ul>   |

- Proactively support the creation of a positive safety and wellbeing culture at Burnett Foundation Aotearoa
- Ensure a clear understanding and knowledge of safety and wellbeing policies and procedures
- Ensure a clear understanding of the hazards and control measures associated with daily operations
- Contribute to a positive and inclusive work environment: one that respects each other and values diversity

**Any other reasonable task which is consistent with the overall purpose of the position.**

#### **Skills, Experience & Qualifications**

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|-------------------------|---|
| Essential               | <ul style="list-style-type: none"> <li>• At least five years' experience supporting a Chief Executive, Executive Team member or Senior Director</li> <li>• First-class communication skills, with an ability to write communications for a range of audiences</li> <li>• Sense of ownership and understanding of how performance can impact others</li> <li>• Sophisticated relationship development skills, with proven ability to work alongside all staff, from junior level to the Chief Executive</li> <li>• Proven influencing skills</li> <li>• Well organised, able to anticipate the needs of others, prioritise workload and meet deadlines.</li> <li>• Project management experience, with proven ability to manage projects from start through to successful completion</li> <li>• Excellent computer skills with proficiency across the Microsoft Office suite, including Word, Excel, PowerPoint and Outlook</li> <li>• Experience using a CRM database &amp; general office systems</li> <li>• Proven time management capability and ability to self-manage</li> <li>• Ability to exercise sound judgement and discretion, including when working on projects that are confidential in nature</li> </ul> |
| Preferred               | <ul style="list-style-type: none"> <li>• Knowledge of HIV, sexual health issues and specific health issues facing men who have sex with men in New Zealand</li> <li>• Lived experience in one or more of Burnett Foundation Aotearoa priority populations (men who have sex with men, people living with HIV, Māori, people from high HIV prevalence countries)</li> <li>• Knowledge and/or experience of the not-for-profit or public health sector</li> </ul>   |
| Technical / Practical   | <ul style="list-style-type: none"> <li>• Ability and willingness to work flexible hours</li> <li>• Understanding and ability to manage personal/professional boundaries.</li> <li>• Excellent oral and written skills in English</li> <li>• Excellent computer skills, including Office 365</li> </ul>  |
| Cultural Responsiveness | We welcome applications from prospective employees who already have some knowledge of Tikanga Māori and Te Reo Māori. It is essential that all employees demonstrate willingness to learn in these areas  |
| Qualifications          | <p>Technical training or tertiary qualification in administration, communications, business or technology</p> <p>Equivalent work experience may be considered in lieu of a qualification.</p>   |



**Position Description Acceptance**

I \_\_\_\_\_ (employee) \_\_\_\_\_ (date)

have read and agree to accept and work by the above Position Description.

I \_\_\_\_\_ (manager) \_\_\_\_\_ (date)

agree that this Position Description is accurate and current.