

# Healthy Families East Cape

## Job Description – Tūranga Mahi

### Taituarā - Executive Assistant

#### Position Summary:

The Taituarā – Executive Assistant role is to –

1. Act as the front-door and face to the social innovation team in Gisborne
2. Provide support to the Tumu Whakarae (Manager) in the day-to-day operations of the office and team.
3. Give oversight of the operations and systems of the office, efficiently coordinate a range of tasks for the Tumu Whakarae and/or team when necessary.
4. Support cross-organisational strategies, initiatives and mahi that achieve better health outcomes for Te Tairāwhiti and our communities.
5. Proactively identify areas for improvement, ensuring that the team have the resources and the support that allow them to undertake their mahi.
6. Champion and communicate the kaupapa of Healthy Families East Cape across the organisation and Te Tairāwhiti

The role is varied within a dynamic social innovation team, you will be working directly with the Tumu Whakarae (while supporting a team situated across two-sites along with kaimahi who work remotely).

#### The Taituarā – Executive Assistant is:

- Flexible, adaptable, mature with a strong work-ethic.
- You bring strong organisational, coordination and administration experience.
- Able to take initiative and take appropriate action when required.
- Portray and uphold organisational values that promotes and fosters a mana-enhancing environment.
- Capable of self-reflection and the ability to receive feedback and act where appropriate.
- Capable of communicating Healthy Families NZ's kaupapa and approach by adopting a forward-thinking mindset in the administration and operations of the team.
- Able to set priorities to complete deadlines in a timely manner.

#### Overview

<b>Title</b>	Taituarā – Executive Assistant
<b>Organisation</b>	Te Ao Hou Trust
<b>Work location</b>	Gisborne
<b>Position reports to</b>	Healthy Families East Cape Manager – Tomairangi Higgins
<b>Direct reports</b>	Nil

<b>Employment type</b>	Part-time fixed term to 30 June 2026
<b>Salary range</b>	TBC
<b>Date</b>	May 2024

## About Healthy Families East Cape

### Our approach

Healthy Families NZ is a large-scale prevention initiative that brings community leadership together in a united effort for better health. It aims to improve people’s health where they live, learn, work, and play by taking a systems approach to the reduction of risk factors for major health loss and increasing equity.

The goal is for all New Zealanders to enjoy health-promoting social and physical environments that enable healthy food and physical activity choices, being smoke-free, drinking alcohol only in moderation, and increasing mental health resilience, and wellbeing.

Healthy Families NZ is a move away from disconnected, small-scale, and time-limited projects and interventions, towards a whole-of-community approach that makes sustainable and long-term changes to the systems that influence the health and well-being of families and communities.

While the initial design for Healthy Families NZ drew on overseas models, Healthy Families NZ has been adapted and continues to adapt, to reflect the unique context of New Zealand communities, and the special relationship between Māori and the Crown, including obligations under Te Tiriti o Waitangi. The Healthy Families NZ Principles include an explicit focus on equity, improving Māori health, and improving health equity for groups at increased risk of chronic diseases.

Healthy Families NZ takes an innovative, system-building approach to prevention, including:

- Targeted community-level investment into the Building Blocks of a Prevention System;
- Bringing community leadership together in a united effort for better health;
- A dedicated prevention workforce who are embedded within their local community, driving and supporting systems change across the region;
- National-level support and strategies to encourage a whole of system approach;
- Dedicated strategic communications functions across all locations, harnessing the power of storytelling to amplify the collective impact of the initiative, and accelerate activation at scale;
- Multi-year evaluation that identifies key themes, and scalable initiatives, and builds a national picture of the progress and impact of Healthy Families NZ over time.

## About our organisation – Te Ao Hou Trust (Lead provider for Healthy Families East Cape)

<b>Our organisation</b>	<p>Te Ao Hou Trust activities and services are designed and required to contribute to achieving the following three high-level outcomes:</p> <ul style="list-style-type: none"> <li>• An organisation that is a fair employer and effective where we live, learn, work and play;</li> <li>• An organisation that has positive strategies to ensure financial longevity;</li> <li>• An organization that has positive strategies that nurture ideas and people.</li> </ul>
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	<p>Te Ao Hou Trust (through Healthy Families East Cape) has a sharp focus on building and contributing positively towards the health prevention system via the following impactful outcomes:</p> <ul style="list-style-type: none"> <li>• Shared knowledge with partners, system leaders, and stakeholders, who are leading collaborative efforts toward health prevention;</li> <li>• Increased collective impact, decision-making, shared accountability, and resources with Māori and community;</li> <li>• Shifts in attitudes and mindsets towards health equity, health enabling, and systems change, resulting in reallocation of investment towards health prevention;</li> <li>• Māori and community perspectives and lived experiences are highly valued.</li> </ul>
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## Organisational values

<p><b>Values</b></p>	<p>As an organisation, our values reflect how we strive to operate within our workplace and all the relationships that interconnect to enhance the mana and mauri of all.</p> <p style="text-align: center;"><b>“Toioratanga - Manaakitanga – Rangatiratanga”</b></p>
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## About the Taituarā – Executive Assistant role

### Purpose

The Taituarā – Executive Assistant is part of a dedicated prevention workforce who are embedded within their local community, driving and supporting systems change across the East Cape region. To contribute to building healthier environments where people live, learn, work, and play, the Taituarā – Executive Assistant will;

- Provide high-quality administrative and organisational management to support the Tumu Whakarae.
- Providing secretariat and coordination support to the Tumu Whakarae, and the wider team.
- Diary management of the Tumu Whakarae, coordinate logistics of appointments and meetings.
- Office management, perform clerical and administrative tasks to the highest standard, such as drafting letters, preparing invoices, reports, and other documents for the team.
- Managing filing systems, reports, and documents, begin to collate the information, and maintain paper and electronic filing systems.
- Managing travel arrangements and accommodation for the team, including transportation, meals, and other activities.
- Managing communications, receiving communication on behalf of the team, taking appropriate actions with correspondence.
- Organise and prepare for meetings/ wānanga, including document management coordination of logistics.
- The position is an operational role within the Healthy Families East Cape team and supports the team to perform their duties, well-resourced, and coordinated to implement their responsibilities in a timely and professional manner.
- We require the Taituarā – EA to understand the innovative, system-building approach to prevention to ensure that coordination is both efficient and effective in supporting the team to achieve.

The Taituarā – EA is based in our Gisborne office and will work directly with the Tumu Whakarae and support the team across various settings in an integrated way.

## Accountabilities

As the Taituarā – Executive Assistant for Healthy Families East Cape you will:

- Provide a high level of administration through digital platforms and in documentation management; maintain high standards even when working under pressure.
- Provide coordination of specific Healthy Families East Cape systems change activities as agreed with the Tumu Whakarae, Healthy Families East Cape, and can plan and manage competing priorities well.
- Coordinates the 'day to day' activities of the Healthy Families East Cape Tumu Whakarae including (but not limited to): travel, meetings, catering, administrating the Healthy Families East Cape Manager's calendar and appointments, etc.
- Provide backbone support for the Healthy Families East Cape Strategic Leadership Partners (SLP), communities of practice (CoP), and any Healthy Families NZ networks of practice led by Healthy Families East Cape
- Represents Healthy Families East Cape well through professional, timely, and quality interactions with system stakeholders; can engage with diverse audiences across a range of settings.
- Help the team through effective planning and coordination to amplify the collective impact of an initiative and acceleration of activation at scale.
- Ensures the team has the adequate resources required to support design challenges, scalable system-level experiments, and prototypes.
- Support the team to keep continuous communication across many system stakeholders to create common motivation around a system change.
- Schedules internal/external meetings, providing minute-taking and/or capturing the actions and outcomes for distribution to attendees.
- Coordinates relevant team documentation and information to enable effective reporting and monitoring of Healthy Families East Cape activities.
- Operates a 'no-surprises' approach with managers and knows when to escalate up when risk is identified. Reports blockages when they occur.

## As a member of the Healthy Families East Cape team, you will:

- **Bicultural practice** - take a bi-cultural approach that acknowledges the special relationship with Maori under Te Tiriti o Waitangi and actively support Maori-led systems change.
- **Cultural competency** - work cross-culturally and take a culturally centred and strengths-based approach. Act inclusively with integrity to ensure all cultural groups and community diversity are empowered in the work through a genuine commitment to equity and equality.
- **Systems thinking and acting** - understand systems change and collective impact and utilize systems thinking tools and principles, and apply them to create large-scale change.
- **Relationship building and management** - enhance collaboration across the Healthy Families East Cape team and the community through strong effective relationships and partnerships at all levels; forge useful partnerships with people across business areas, functions, and organizations; build trust through consistent actions, values, and communication; minimizes surprises.
- **Workforce development** - actively contribute to the Healthy Families network, workforce development, and communities of practice to grow and share the way of working

## Key relationships

To advance the mahi of our team, the Taituarā – Executive Assistant will have key relationships with -

- the **Manager of Healthy Families East Cape** by providing high-quality administrative support and ensuring the team has the resources required.
- The wider team based across our two-sites, in Gisborne and Ōpōtiki.
- the **Strategic Leadership Partners** by providing high-quality secretariat support, including the preparation of agendas, minutes, etc, and following up on attendance and/or other actions required of members (as and when appropriate).
- the **Healthy Families NZ national team** (Health NZ – Te Whatu Ora) by sharing learnings, reflections, and insights and ensuring the Healthy Families NZ national team has what they need to support Healthy Families NZ to be successful nationally

## Key Selection criteria

### Knowledge and skills

Healthy Families East Cape Core Competencies		The role requires the following experience / skills
<b>Building</b>	<b>Storytelling and communication</b>	Excellent written and verbal communication skills
	<b>Influencing</b>	Sharing with and supporting other Healthy Families NZ locations and championing action on behalf of the network
	<b>Political Savvy</b>	Able to navigate the political context, structures and processes to share messaging
<b>Leading</b>	<b>Collaborative Leadership</b>	Can collaborate with stakeholders across a variety of different sectors and settings
<b>Designing / Doing</b>	<b>Systems thinking and acting</b>	Understands systems thinking tools and principles.
	<b>Co-design and design thinking</b>	Has the expertise to support the team in all administrative tasks as and when required
	<b>Systems Intrapreneurship</b>	Can help people understand the part they play in the Healthy Families NZ initiative and can unlock change through others
<b>Managing / Sustaining</b>	<b>Reflective practice</b>	Has the skills to evaluate, reflect and measure impact of their practice  Critically reflects on self, team and the work and can adapt the work programme, processes and actions accordingly
	<b>Risk Management</b>	Proactively identifies and manages any communications risks and issues and develops effective mitigations

	<b>Project Management</b>	Able to organise and plan effectively  Proven track record in managing complex pieces of work and able to manage competing priorities
	<b>Sustainability</b>	Able to contribute to the sustainability of initiatives through data, insights and evaluation on what works

## Personal qualities

The Healthy Families East Cape workforce is innovative and creative, and must exhibit the following mindsets and qualities:

- **People-focused:** Empathetic and supportive, act with integrity in all that you do. A personal commitment to social change and collaboration in positive and meaningful ways.
- **Action-oriented:** Curious, proactive, and takes initiative; seizes opportunities and acts upon them; resourceful and learns by doing; takes responsibility for own actions.
- **Adaptive:** Flexible and agile; open to new ideas; accepts changed priorities without undue discomfort; has an experimental mindset and recognizes the merits of different options and acts accordingly.
- **Open and Courageous:** Seek diverse perspectives and value differences, be comfortable in ambiguity, possess a growth mindset, and be courageous in actions.
- **Reflective and Strategic:** Can see the bigger picture through a bird's eye view and is able to respond in a strategic manner, critically reflective and can adapt activities to suit.
- **Cultural responsiveness:** Aware of the important place of indigenous leadership, strengthening relationships with mana whenua, and working within a bicultural context. Understands Māori, Pasifika and other community health priorities and needs; is comfortable working with diverse communities and knows when to seek support.

## Qualifications

- Demonstrated experience in administration and coordination and/or administration roles in a complex/adaptive environment.

## Related requirements

- Valid New Zealand driver's license
- To be considered you must have the right to live and work in New Zealand.