

# Burnett Foundation Aotearoa

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## POSITION DESCRIPTION

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Position	Executive Assistant and Project Lead
Employment Basis	Permanent, Full-Time (37.5 hours per week, 1.0 FTE)
Location	National Office, 31-35 Hargreaves St, St Mary's Bay, Auckland
Reporting to	Chief Executive
Direct Reports	NIL
Team Purpose	
Key Internal Relationships	<ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Finance and Administration Manager</li> <li>• Services and Outreach Manager</li> <li>• Marketing, Communications and Fundraising Manager</li> <li>• Policy and Science Manager</li> <li>• Finance and Administration Coordinator</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. The 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> <li>• Take ownership of key tasks and projects, bringing a proactive approach, and seeing these through from initiation to completion.</li> </ul>

<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

<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> <li>Proactively support the creation of a positive safety and wellbeing culture at Burnett Foundation Aotearoa.</li> </ul>

- 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

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 learning 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>