

**Kaiāwhina Whaiaro – Executive Assistant**  
*Hei oranga motuhake mō ngā whānau me ngā hapū me ngā iwi*

The NZ Nurses Organisation Tōputanga Tapuhi Kaitiaki o Aotearoa (NZNO) is the professional nursing organisation and union for nurses. Our job and responsibility is to represent more than 62,000 nurses, midwives, students, kaimahi hauora and health workers in Aotearoa/New Zealand. We represent the interests of nurses on professional and employment-related matters.

NZNO is a progressive organisation which embraces te Tiriti o Waitangi and works to improve the health status of all people of Aotearoa/New Zealand through participation in health and social policy development.

Reporting to the Lead of the Office of the Chief Executive, you will provide **Executive Assistant support to the Kaiwhakahaere, as well as secretariat support to Te Poari O Te Rūnanga o Aotearoa**. This position is critical to the effective operation of the Kaiwhakahaere, Te Poari o Te Rūnanga o Aotearoa and NZNO.

Supporting the relationship between the Office of the Chief Executive, regional administrators and Te Poari representatives, you will have multiple stakeholder engagement including NZNO Board of Directors, NZNO Regional Councils, Nursing Organisations, Pharmac, Te Whatu Ora and the Ministry of Health. You will have compelling past experience in either an EA or secretarial position, and evidence a high level of computer skills.

**The key duties will involve:**

- Providing **Executive Assistant support to the Kaiwhakahaere**
- Carrying out secretariat duties for Te Poari O Te Rūnanga o Aotearoa
- Event support
- Relationship development between staff, key stakeholders and NZNO members

**The successful candidate will be able to demonstrate the following essential requirements:**

- Significant EA experience to executive/senior manager level roles
- Knowledge and experience in supporting governance-level activities
- Understand the importance of maintaining confidentiality
- An understanding and ability to undertake the role of secretariat, including agenda development, taking minutes, developing action points and following actions through to completion
- Proven ability to work under pressure and to tight deadlines, including the ability to manage multiple competing work priorities
- Excellent organisational skills with a methodical approach to planning, analysis, presentation of information
- Advanced level of MS Office; Word, Outlook, PowerPoint, Excel

- Ability to maintain high levels of accuracy and meticulous attention to detail
- Demonstrate cultural competence and understanding of the significance of te Tiriti o Waitangi for NZNO and for the health of New Zealanders
- Excellent relationship management skills
- Excellent communication skills, both verbal and written
- An affinity towards the values of unionism in the workplace
- Prioritising incoming correspondence for attention and preparing responses
- Expenses/claims preparation
- Liaising with others to co-ordinate conferences, logistics and travel

**You will have a competent level of fluency and knowledge of te reo Māori me ōnā Tikanga Māori** and an understanding of issues affecting Māori today. In addition, you will have the empathy and professionalism to communicate in a highly articulate manner and be sensitive to often highly confidential information.

Register your interest by sending through your updated CV and cover letter to [kate.wilson@nzno.org.nz](mailto:kate.wilson@nzno.org.nz) .

**Applications Close at 5pm on Sunday 9 February 2025.**