

POSITION DESCRIPTION

Position:	Executive Assistant to the Chief Executive Ringa āwhina Pou Whakahaere			
Reporting to:	Chief Executive Pou Whakahaere			
Location:	National Office Te Tari Matua			
Staff responsibility:	Number of direct reports	Nil	Number of indirect reports	Nil
Last Updated:	February 2026			

OUR STORY – TĀ MĀTOU KŌRERO

“Te Rito” (the new shoot at the centre of the flax|harakeke) symbolises the young child, also the learner, embarking on a journey of growth and having limitless potential. “Maioha” means held in high esteem, deeply respected, hence one literal translation of “Te Rito Maioha” is “the treasured shoot”. It identifies that our focus is infants, toddlers and young learners, their kaiako and that our perspectives are shaped by Aotearoa New Zealand context.

Our Purpose – Tō tātou kaupapa

To inspire, empower and educate teachers and learners, embracing cultures and languages to ensure every child's potential is ignited.

Kia whakahihiko, kia whakamana, kia hoatu rā te mātauranga me te āheinga ki ngā kaiako me ngā tauira e pōwhiritia ana ngā ahurea, ngā reo rangatira o te ao, kia tutūngia e rātou te pito mata kei ia tamaiti.

Our Commitment - Te pae tata

We are a bicultural organisation committed to advocacy, teaching, research, promotion, and delivery of world class teacher education for tamariki, whānau, kaiako, ECE services and schools. We respond by being connected, contributing and agile to ensure successful learning happens together.

He rōpū tikanga-a-rua ā Te Rito Maioha, ko tā mātou e manawanui nei, he whakaako, he rangahau, he whakatuarā, kia tautoko ngā tamariki, ngā whānau, ngā kaiako, me ngā whare kōhungahunga katoa. Kia pai ai tā mātou mahi, ka mau kaha nei ki ngā tūhononga, kia kakama tātou ki te ako ngātahi, kia pūmau ki te angitu.

Our guiding beliefs | Ngā arataki whakapono

- Every child|tamaiti has the right to high-quality education that complements and supports their and their family|whānau and community life.
- Every child |tamaiti in Aotearoa New Zealand has the right to know and enjoy the dual cultural heritage of Te Tiriti o Waitangi partners along with their own cultural heritage.
- People working in early childhood and primary education have access to high-quality teacher| kaiako education, advice, information, resources, to aide their decision-making that affects their profession, children|tamariki and families|whānau.
- That teacher education is focused on cultivating reflective practitioners. Teachers should be well-versed in content knowledge and pedagogical strategies and continuously reflect on their experiences, adapt their practices, and engage in lifelong learning.

- Our education programmes empower kaiako and educators to meet the diverse needs of their children | tamariki and contribute positively to their communities.

Our Values – Ngā uara

- Making a difference – Te puawaitanga o te tangata
- Honouring Te Tiriti o Waitangi – E matua whakapono ana tātou ki Te Tiriti o Waitangi
- Including everyone – Whakawhanaungatanga
- Being accountable – Kia taea e mātou te hāpai ngā kaupapa katoa ahakoa te aha
- Caring and connecting – Manaakitanga
- Innovating – Whakahirihiko hinengaro

About us | Ko mātou

Te Rito Maioha is an Incorporated Society of members committed to high quality early education for every child. Established in 1963, we are an influential leader in shaping today's early childhood sector through advocacy, policy, and delivering tertiary education qualifications and professional development programmes for current and future early childhood and primary education teachers.

Our bicultural kaupapa, te reo Māori me ōna tikanga, is embedded throughout everything we do and teach. We are committed to ensuring the success of our Pacific nation students across the motu by growing authentic relationships that embrace students' whānau and communities across our programmes.

Through our membership we advocate for early childhood education services and the kaiako who provide education to thousands of infants, toddlers, tamariki and young people. Our members are drawn from a diverse range of community-based, privately-owned, kindergarten and homebased early childhood education services and teachers.

Te Rito Maioha is a registered Private Training Establishment (PTE) with the highest rating for a tertiary provider in Aotearoa New Zealand. We are accredited and approved by the New Zealand Qualifications Authority (NZQA) to deliver a range of early childhood and primary school undergraduate, graduate, and postgraduate qualifications (levels 5-9), including specialist kaiako education, both nationally and internationally.

The organisation has delivered teacher education since 1980 and is governed by a Council made up of elected and appointed members, led by a National President and supported by a National Kaumātua. Our national office is in Wellington and our teaching staff are employed at 11 regional education centres | takiwā ako throughout Aotearoa New Zealand.

We are committed to achieving high-quality teaching and learning by:

- increasing teachers' | kaiako knowledge of Te Tiriti o Waitangi and Aotearoa New Zealand's dual cultural heritage;
- providing access to blended delivery through online and face-to-face, with practical real-life exposure and experiences through undergraduate, graduate, and postgraduate tertiary education programmes leading to recognised and approved qualifications;
- promoting quality teaching and leadership through ongoing professional learning and development programmes;
- providing advocacy and a range of unique resources and services to our early childhood education members;
- collaborating with New Zealand and international partnerships to strengthen research and teacher education.

PURPOSE OF ROLE

The purpose of this position is to provide effective and efficient high level pro-active, trusted, and quality executive support to the Chief Executive | Pou Whakahaere (CE), Senior Leadership Team (SLT) and Council (Board) ensuring the CE and SLT are well-prepared, well-briefed and able to focus on strategic and operational priorities. This role also coordinates key organisational activities and upholds the professionalism and mana of the CE's office

Key aspects of the position are:

- Providing executive assistant support that is timely, efficient and meets the needs of the CE and SLT
- Council governance support and processes are professionally administered, compliant and timely
 - High-trust role requiring discretion, sound judgement and confidentiality
 - Strong relational, communication and coordination skills
 - Excellent organisation, prioritisation and planning capability

PRIMARY OBJECTIVES (includes but is not limited to):

OBJECTIVES	OUTCOMES
Executive Support	<ul style="list-style-type: none"> • Coordinate hui led by CE, including the preparation of agendas, taking and distributing minutes and following up on agreed actions • Develop and prepare draft correspondence, reports, presentations, and other material as required, to a consistently high standard and within agreed timeframes • Manage the CE's and SLT's diaries • Pre-empt the needs of the CE and SLT to ensure that they are provided with the information and resources they need to prioritise, prepare and undertake their work activities in an informed way • Act as a first point of contact for all the CE's enquiries, demonstrating sound judgement skills • Manage travel and accommodation requirements for CE, Council and SLT, making sure that policies are followed • Assist other teams with events such as annual general meeting, annual conference and end of year stakeholder event • Assist the GMF&O with the AGM pre-planning and take AGM minutes • Undertake projects and other work as identified by the CE to deliver on strategy • Keep abreast of current initiatives and activities across the organisation and more broadly, national priorities and developments in the ECE and tertiary sector, such as media articles, government reports etc • Proof-read and edit reports, presentations and other materials as required by SLT • Format and publish organisational documents according to the branding guidelines e.g. policies and strategies. • Maintain confidentiality, discretion and professionalism in all interactions. • Help form an approachable, solution-focused and collaborative image of the CE's office. • Contribute to a positive, inclusive organisational culture
EA support and governance administration	As Board support, the role is responsible for the effective, compliant and professional administration of Council governance processes , including:

	<ul style="list-style-type: none"> • Acting as the primary administrative liaison between the Council, the CE and the organisation. • Planning, coordinating and administering all Council and Council sub-committee meetings, including: <ul style="list-style-type: none"> ○ preparation and circulation of agendas and meeting papers within agreed timeframes; ○ coordination of meeting logistics (venues, technology, travel and catering); ○ accurate minute-taking, confirmation of decisions, and timely distribution of minutes; ○ maintenance of clear action registers and follow-up with responsible parties. • Supporting the Chair and CE to ensure Council work programmes, meeting cycles and statutory obligations are met. • Maintaining official Council records, including minutes, decisions, action registers and governance documentation, in accordance with information management, privacy and record-keeping requirements. • Supporting Council sub-committees with agendas, minutes, correspondence and actions. • Coordinating Annual General Meeting (AGM) governance processes, including agendas, papers, minutes and associated Council administration with GMF&O. • Supporting the induction of new Council members through provision of governance documentation, schedules and administrative briefings. • Ensuring all Council members are technically supported to access board papers.
Event management	<ul style="list-style-type: none"> • Lead the planning and coordination of key CE, SLT and Council events and hui. • Ensure events are well-planned, professionally delivered and aligned with organisational expectations and tikanga • Project management support on the Staff Hui Committee Te Kōmiti mō te hui ā tau
Office Administration	<ul style="list-style-type: none"> • Contribute to continuous improvement initiatives • Assist in the preparation of strategic and annual business plans • Ensure appropriate administrative resourcing for Te Rito Maioha's regular committees and key business functions • Oversee reviews of corporate policies for CE/SLT and project co-ordinating reminders and review process including republishing updated policies. • Ensure invoices are coded correctly, accurately authorised at the appropriate level, and follow financial procedures and delegations • Ensure invoices and CE/SLT credit card reporting is forwarded to Finance in a timely manner so that they can be processed by the due date.
Financial Responsibility and Decision-Making	<ul style="list-style-type: none"> • Exercise delegated financial authority responsibly and transparently. • Ensure invoices, credit card reconciliations, travel and event expenditure are coded, authorised and processed in accordance with financial policies and delegations.

	<ul style="list-style-type: none"> • Ensure own prudent expenditure and monitor costs related to CE, SLT and Council activities and recommend efficiencies where appropriate.
Organisational responsibilities	<ul style="list-style-type: none"> • A flexible approach to work is expected as some out-of-hours work will be required sporadically. • Actively and positively participate as a member of the team. • Proactively look for opportunities to improve Te Rito Maioha operations • Adhere to all Te Rito Maioha policies and procedures, guidelines, and standards of conduct • Develop and maintain effective work planning and professional development for areas of accountability. • Perform any other duties as required.
Stakeholder and Relationship management	<ul style="list-style-type: none"> • Build and maintain effective relationships with Council members, SLT, senior managers, staff and external stakeholders. • Represent the CE's Office with professionalism and integrity • Build and maintain strong relationships with internal staff • Contribute to a positive, collaborative and solution-focused organisational culture
Quality, Compliance and Continuous Improvement	<ul style="list-style-type: none"> • Ensure all policies, processes and procedures are current and updated when required • Take self-responsibility to adhere to all Te Rito Maioha policies, processes and procedures, guidelines and standards of conduct to levels satisfactory to Te Rito Maioha. • Actively seek to improve ways of working effectively and efficiently that makes a difference to our students tauira, members and stakeholders • Embed a culture of continuous improvement and record activities of continuous improvement.
Health & Safety at Work	<ul style="list-style-type: none"> • Engage and adhere to all areas of responsibility as identified in Health, Safety and Wellbeing policies • Ensure all incidents, injuries and near misses are reported into the incident register accurately and in a timely manner. • Maintain knowledge of health and safety procedures, and actively support safe work practices in your area of responsibility • Take reasonable care of your own health and safety and ensure that your actions don't cause harm to yourself or others • Comply with any reasonable instructions, policies or procedures on how to work in a safe and healthy way.
Te Rito Maioha Values Ngā uarā	<ul style="list-style-type: none"> • Staff are able to demonstrate Te Rito Maioha Ngā uarā in everything they do and with everyone they interact with every day. • Act with unity and purpose, supporting colleagues to achieve Te Rito Maioha's vision • Adhere to our values and behaviours framework Tō Tātou Oati Pūmanawa Tangata • Demonstrate our values and behaviours in everything we do with everyone we interact with every day.

Tō tātou Oati mō te Tiriti o Waitangi | Our Treaty of Waitangi Statement

The organisation has a commitment to Te Tiriti o Waitangi and the partnership between tangata whenua and tau iwi

E matua whakapono ana tenei umanga ki ngā matapono o Te Tiriti o Waitangi me te tū ngātahi a te tangata whenua me tau iwi

We are moving forward on our bicultural journey in an exciting, challenging and meaningful direction

Kei te nuku whakamua tō tātou hiko tikanga ā rua i runga i te wana, i te ngākau māhaki, me te totika

All parties are committed to the bicultural journey with a sense of significance, purpose, pride and community

Kia whakakotahi te katoa i raro i te pono, i te tika, i te wairua hoki o tenei hikoitanga

We honour the history

Ka whakanuia te hītori

We honour the diverse skills and knowledge required to sustain this partnership

Ka whakanuia ngā pūkenga me te mātauranga e tika ana kia ū, kia mau ki tēnei tū ngātahi

- Increasingly demonstrates appropriate use of culturally aware behaviour, appropriate use of protocols and pronunciations
- Is actively involved in bicultural activity either through teaching and learning or professional development
- Staff and taura are confident in using te reo Māori every day
- Tuakana, teina relationships are role modelled
- Ensure a genuine effort is made to build confidence in using te reo Māori naturally and spontaneously and actively engaged in the He Pātaka Reo programme
- Ensures we are inclusive in all we do and say and strive to be equitable, free from bias, discrimination, and racism. We also strive to ensure that all our work is of high quality
- We are committed to our bicultural journey with a sense of significance, purpose, pride and community, creating an environment that is culturally safe for employees, students and visitors
- We honour Te Tiriti o Waitangi, its history and the diverse skills and knowledge required to sustain the principle of partnership
- Familiar with and ensure outcomes achieved from our Te Kōkiri Tikanga Rua | Bicultural Strategy and our Te Moana nui a Kiwa Pasifika Strategy.

LIMITATIONS ON AUTHORITIES

- Expenditure authority on specific types of operational expenditure as per Te Rito Maioha's delegations policy.

WORKING RELATIONSHIPS

- Reports to: Chief Executive (Pou Whakahaere)
- Works closely with: Council Chair and Council members, Senior Leadership Team, Senior Management Group
- Maintains effective relationships across the organisation
- Expected to keep Senior Leadership Team and the Chief Executive informed on a 'no surprises' basis.

IDEAL PERSON SPECIFICATION

Essential Experience

- Minimum of **5–7 years' experience** in a C-suite Executive Assistant, Personal Assistant or senior administrative support role.
- Demonstrated experience supporting Board or Council governance processes, including agendas, papers, minutes and action tracking.
- Experience managing small to large-sized projects and organisational events.
- Demonstrated experience in high-quality minute-taking, editing and proof-reading.

- Experience working in complex, fast-paced environments requiring strong judgement and confidentiality.
- Experience working collaboratively across teams and with senior leaders.
- Ability to travel occasionally as required.

Essential Knowledge

- Understanding of Te Tiriti o Waitangi and a genuine commitment to supporting Te Rito Maioha's bicultural kaupapa.
- Knowledge of effective governance processes, information management requirements, privacy and recordkeeping standards.
- Knowledge of best practice executive support functions, including managing agendas, minutes, workflows, and communication processes.
- Understanding of project and event coordination principles.

Essential Skills

- Strong relationship-building skills; able to develop effective, professional working relationships with CE, SLT, Council members, staff and external stakeholders.
- Highly effective verbal and written communication, interpersonal and presentation skills.
- Advanced organisational, planning, prioritisation and time-management capabilities.
- Ability to manage multiple priorities and work effectively under pressure and to deadlines.
- Excellent attention to detail, including high standards of accuracy in documents, minutes and correspondence.
- Strong problem-solving and analytical skills, with sound judgement and a practical, logical approach.
- Initiative and ability to work independently with minimal supervision.
- Excellent information management, recordkeeping and confidentiality practices.
- High level of proficiency in Microsoft Office and general digital literacy.
- Ability to collaborate and work consultatively — demonstrating One Te Rito Maioha behaviours.
- Commitment to continuous improvement, adaptability and openness to change.
- Demonstrated customer-focused approach in all interactions.
- Respect for and ability to maintain absolute confidentiality.
- Innovative thinking and the ability to bring creative solutions.
- Results-focused, committed to producing high-quality work and service.

Desirable (Optional)

- Knowledge of te reo Māori me ngā tikanga Māori.
- A relevant tertiary qualification in business administration or a related discipline.

Behavioural competencies – How we do things around here:

Key Competencies	Description
Relationship Management	<ul style="list-style-type: none"> • Displays strong interpersonal skills and the ability to relate well to people at all levels. • Proactively builds and maintains constructive working relationships with key internal and external stakeholders. • Works alongside others, sharing information, ideas, insights and expertise to ensure positive outcomes.
Judgement and integrity	<ul style="list-style-type: none"> • Is a trusted advisor and liaison to CE, SLT and Board

Key Competencies	Description
Communication	<ul style="list-style-type: none"> Ensures that the appropriate people are consulted and kept informed and are supplied with relevant information in order to effectively carry out their jobs. Written communication has clarity, fluency, impact and conciseness.
Teamwork	<ul style="list-style-type: none"> Makes a personal effort to be an active member of a team. Works co-operatively with team members. Informs other team members of relevant information and decisions which may impact on their work.
Information Management	<ul style="list-style-type: none"> Demonstrates a strong eye for detail. Thorough and analytical when approaching problem solving and testing activities.
Results Orientation	<ul style="list-style-type: none"> Plans and achieves required results without prompting. Takes full responsibility for making things happen within own area of control or where parameters are clearly defined. Timely, accurate and delivers high quality outcomes Uses time and resources effectively.
Work Management	<ul style="list-style-type: none"> Works independently and with a high degree of initiative and self-motivation. Effectively prioritises and manages own work.
Service Orientation	<ul style="list-style-type: none"> Takes action in response to customer enquiries, requests or complaints. Focuses on continuous improvement of the quality of services delivered. Builds and maintains good customer relationships and ensures customer satisfaction.
Personal Development	<ul style="list-style-type: none"> Takes responsibility for maintaining and improving appropriate knowledge and skills for the mutual benefit of the organisation and individual Demonstrates a commitment to the organisations bicultural kaupapa
Te reo Māori me ōna tikanga	<ul style="list-style-type: none"> Takes responsibility to research own whakapapa, pepeha Actively advocates te ao Māori tikanga practices and protocols

Change to Position Description: From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment– including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.