

Position Description: Executive Assistant to CEO

Business area: Executive Office

FTE: As per Conditions of Employment

Reports to: Chief Executive Officer



Our Purpose

Our Mission :

Excellence in health care within a culture of caring

Our Vision :

To be an innovative centre of excellence, where people choose to receive health care and people love to work.

Our Values:

Four core values:

- Do the Right Thing
- Aim for Excellence
- Caring for All
- Work Better Together

Position Objective:

- To provide efficient, effective, private and confidential secretarial services to the CEO, CFO, Board of Directors, Advisory Committee, Society of St George's Hospital
- To provide high level comprehensive executive support and assistance to the CEO, whilst ensuring efficient management of the day-to-day administrative operations
- To provide additional administrative executive support services to the Executive team members when requested

Functional Relationships:

Internal:	External:
<ul style="list-style-type: none"> • Hospital Manager • Colleague & Capability Manager • Chief Financial Officer • Chief Digital Officer • Front of House Services Manager • Ward Services Manager • Perioperative Services Manager • Facilities Manager • Nursing Coordinators • Department Heads • All other St George's colleagues 	<ul style="list-style-type: none"> • Directors • Society members • Advisory Committee members • Hospital standing committee members. • Joint Venture Partners • Tenants and their staff • Clinicians and their staff • Patients and their whānau • Media • Visitors • Contractors & Consultants

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Key Areas of Accountability:

Area of Accountability	Expected Results
To provide executive office support	<ul style="list-style-type: none"> Manage the high level day-to-day administrative processes associated with the organisation and prioritise and complete projects within a specified deadline. Engage with executive colleagues professionally and efficiently while maintaining the confidentiality of sensitive, private, and privileged information. Manage and maintain calendars that include planning, coordinating, and executing all requested meetings and events, exercising judgement about priorities and time management. Arrange and coordinate all business travel (domestic and international). Attend meetings as requested, generate meeting minutes with key decisions, organise action items, work with assigned leaders to ensure appropriate follow up. Interface and coordinate activities between various departments, customers, partners and other third parties. Oversee the organisation of hospital functions and official events, including venue bookings, catering, client, and supplier liaison and communications.
To provide administrative support for Hospital standing committee meetings including Main Board	<ul style="list-style-type: none"> Ensure all meeting agendas, minutes, papers etc. are prepared and recorded accurately and communicated to relevant Committee members in the timeframe as designated by the Chief Executive Officer and relevant Terms of Reference. Undertake all secretarial requirements for the Chairman, Board of Directors, Society President, and Advisory Committee Chairman as and when required. Arrange ad hoc meetings for the Board of Directors and Senior Management as and when required. Attend relevant meetings, most of which are outside of standard business hours
To provide administrative support to the Health Assistance activities.	<ul style="list-style-type: none"> Manage the communication and administrative requirements of the health assistance framework, including Health Assistance Fund, Trust Fund and Hospital Manager Discretionary Fund. Update all supporting schedules to ensure an up-to-date record is maintained of application status. Prepare all relevant meeting documentation for Health Assistance Committee
Interpersonal Relationships/Leadership and Teamwork	<ul style="list-style-type: none"> Develops and maintains strong relationships with all customers, internal and external. Appreciates and respects the contribution of others within the team. Contributes positively to the goals of the team and the organisation. Communicates honestly and openly with other team members. Fosters co-operation across clinical and administrative groups. Models St George's values.
Quality Improvement	<ul style="list-style-type: none"> Participates actively in and supports quality improvement activities. Initiates, participates in and evaluates audits and uses outcomes to improve service provision. Documents and reports incidents accurately in accordance with hospital policy.
Professional Development	<ul style="list-style-type: none"> Identifies own learning requirements and develops a plan in conjunction with manager to redress these. Maintains own mandatory training updates. Participates actively in the annual performance review process.
Organisational Culture	<ul style="list-style-type: none"> Fosters co-operation across the organisation. Is customer focused, understands, and promotes the concept of internal and external customers (i.e. patients, colleagues and clinicians). Maintains confidentiality in respect to St George's operations, business, employees, clients, and patients.

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Area of Accountability	Expected Results
	<ul style="list-style-type: none"> Adheres to St George's policies and procedures.
Te Tiriti o Waitangi	<ul style="list-style-type: none"> Understands and has knowledge of the Te Tiriti o Waitangi and its implications for health. Collaborates with colleagues regarding the integration of Te Tiriti principles in practice. Displays a willingness to work positively with organisational strategies to improve outcomes for Māori.
Cultural Safety	<ul style="list-style-type: none"> Promotes an awareness of cultural differences amongst colleagues and patients (e.g. beliefs, gender, sexual orientation or disability) and the impact that beliefs and values have on practice.
Health & Safety	<ul style="list-style-type: none"> Complies, as far as is reasonably able, with any reasonable instruction that is given to allow St George's to comply with legislated Health and Safety at Work requirements. Cooperates with any reasonable policy or procedure relating to health or safety at the workplace. Ensures compliance with hospital security requirements and is vigilant in all matters of security. Participates in Health and Safety training as required by St George's.
Organisational effectiveness	<ul style="list-style-type: none"> Contributes to the cost effectiveness and changing needs of the hospital business. Looks for ways and means to actively and effectively promote cost effectiveness.
Other Duties	<ul style="list-style-type: none"> Undertakes other duties related to the scope of the role as requested.

Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Prior high-level experience in similar role 	
Experience & Knowledge	<ul style="list-style-type: none"> Demonstrated ability to undertake executive assistant-style challenges and tasks, which include but are not limited to proactivity and self-direction, problem solving and decision making and influencing both internally and externally. <ul style="list-style-type: none"> Adept at managing multiple pieces of work and prioritising the demands of a diverse range of stakeholders (internal or external) Awareness and ability to handle highly sensitive information with confidentiality and discretion. Advanced skills in Microsoft Office Suite and Board Pro Highly developed communication (written and verbal) and interpersonal skills. 	
Personal Attributes	<ul style="list-style-type: none"> Inclusive and approachable working style, with a focus on exemplary customer care Strong organisational skills with meticulous attention for details Exceptional communicator – Written, verbal and non-verbal. Ability to demonstrate consideration for the feelings and needs of others and awareness of the impact of own behaviour on others. Uses initiative and problem-solving skills. Proactive and methodical. Ability to anticipate and embrace change, be curious and innovative. Confidential with sensitive information 	