

## SCHEDULE A

### POSITION DESCRIPTION

<b>POSITION TITLE</b>	
Executive Administrator	
<b>POSITION PURPOSE</b>	
<p>This is a key position that administratively supports the Chief Executive of Marlborough Primary Health, the Board and the Leadership team with organisational administration.</p> <p>As an experienced Executive Administrator, you will be able to demonstrate your ability to work in a busy environment supporting Senior Managers and at an executive level. This is an integral role which requires the capacity to manage and prioritise a high workload and the ability to learn new systems and procedures rapidly, whilst being flexible and adaptable to changing requirements.</p>	
<b>TREATY OF WAITANGI</b>	
Marlborough Primary Health is committed to its obligations under the Treaty of Waitangi. As an employee, you are required to give effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection.	
<b>KEY TASKS &amp; PERFORMANCE OUTCOMES</b>	
<b>KEY OBJECTIVES</b>	<b>PERFORMANCE OUTCOMES</b>
Executive administration for the Chief Executive	<p>Is the primary administrator for the Chief Executive which includes diary management, travel coordination, meeting management coordination, correspondence, follow-ups and actions and report collating</p> <p>Maintains effective communication and engagement with both internal and external stakeholders</p> <p>Undertakes special projects to support the Chief Executive</p> <p>Maintains a record of contract management cycles</p>
Executive administration for the Leadership Team	<p>Attends and records Leadership meetings</p> <p>Provides administrative support to the Leadership members as required</p>
Board secretariat	<p>Is responsible for providing Board secretariat duties including preparation and distribution of Board documentation i.e. agendas, minutes, papers, board packs, scheduling meetings and minute taking</p> <p>Attends and records Board meetings and sub-committee meetings as required</p>

	<p>Maintains the Board risk, complaints and resolutions register and other information relating to Board matters including Board appointments</p> <p>Maintains Board membership records and files</p> <p>Provides Clinical Governance administrative support including preparation and distribution of documentation i.e. agendas, minutes, papers, board packs and maintains the membership records and files</p> <p>Provides administrative support for policies and documentation as required</p>
Human Resource administration	<p>Is responsible for preparing the documentation for employment, which includes letters off offer, employment agreements and variations, parental leave, leave entitlements and end of employment documentation</p> <p>Ensures all documentation is filed and stored appropriately</p> <p>Monitors adherence to employment law changes</p> <p>Monitors the terms and conditions of various MECAs and IEAs i.e. probationary trial periods, fixed term agreement expiries and additional leave entitlements</p> <p>Prepares HR related correspondence i.e. annual leave, shift leave entitlements and parental leave and ensures all leave is loaded into the leave calendar</p> <p>Is responsible for implementing the employment recruitment process which includes designing job descriptions, advertising for positions, receiving and filing all incoming applications, interview coordination, conducting referee checks, conducting police checks and correspondence to unsuccessful applicants</p> <p>Initiates the induction process for all new employees alongside Line Managers</p> <p>Works with NM Health to obtains security access cards for MPH employees and Health Hub stakeholders when required</p> <p>Be aware of planning cycles pertaining to human resource management and contracts.</p>
Administration / General	<p>Is responsible for coordinating communications, including newsletters and other information with General Practices on a regular basis</p> <p>Maintains computer files, directories and databases as appropriate</p> <p>Assists with meeting coordination i.e. external meetings and workshops as required in conjunction with staff and management as required</p> <p>Supports for the administration team and finance as required</p> <p>Maintains regular communication with Line Manager</p>
See the Big Picture	<p>Understands changes in work tasks, situations and environment; responds to changes in work demands</p>

	Displays tolerance for ambiguity Adapts to changing policies or administrative procedures Handles disruptions in order to meet deadlines Adapts to changing priorities and assignments
Other duties	As may be reasonably required from time to time to meet changing needs and environments
<b>RELATIONSHIPS</b>	
<b>Reports to:</b>	<b>Community Health Services Manager</b>
<b>Internal Relationships:</b>	<ul style="list-style-type: none"> <li>• <b>All MPHO Staff and Independent Contractors</b></li> <li>• <b>All MPHO General Practice teams</b></li> <li>• <b>Marlborough Community Health Hub teams</b></li> </ul>
<b>External Relationships:</b>	<ul style="list-style-type: none"> <li>• <b>Contracted service providers</b></li> <li>• <b>Other agencies and organisations as required</b></li> <li>• <b>HR Consultants</b></li> <li>• <b>Nelson Marlborough Health</b></li> <li>• <b>Nelson Bays Primary Health</b></li> </ul>
<b>Signed by Employee:</b>	<b>Signed for and on behalf of the Employer:</b>
Name:	Name:
Signature:	Signature:
Date:	Date: