


Position Description

SECTION A

Port Nelson Limited is owned by the Nelson City Council and Tasman District Council with our purpose being to facilitate regional prosperity. Our purpose is “to facilitate regional prosperity” and we recognise that providing a world class service is critical to the long term development of the region and the sustainability of our business.

POSITION:	Executive Assistant
INCUMBENT:	
REPORTS TO:	Chief Executive Officer
LOCATION:	Port Nelson Limited (“PNL”)

SECTION B

POSITION OBJECTIVE:	To provide personal assistance to the CEO and administrative support to the Senior Management Team.	
RELATIONSHIPS: 	Internal	Chief Executive Officer Board of Directors Chief Financial Officer Senior Manager, People & Safety General Manager Business Development Infrastructure Manager All levels of staff
	External	Customers Contractors and Consultants Port Users and other stakeholders Media
DELEGATED AUTHORITY:	As per delegated authority guidelines.	
DIRECT REPORTS:	None	

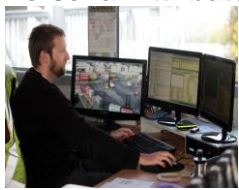
SECTION C

KEY TASKS AND ACCOUNTABILITIES

Key Accountabilities	Task
Administrative Support:	<ul style="list-style-type: none"> • Manage diary, meetings and appointments and prioritise mail and emails for the CEO • Assist in the preparation of management reports required by the CEO including liaising with direct reports in the preparation of documents. • Filing of documents and correspondence • Plan and organise conferences/forums/Board meetings/meetings, including booking travel, venues and equipment as required. • Provide administrative support to and organise travel for the Senior Management Team • Improve the CEO’s efficiency and identifies opportunities to further add value or reduce CEO workload. • Supports and provides coverage where required for all other administrative roles within PNL.
Reporting:	<ul style="list-style-type: none"> • Collation, organisation and distribution of reports • Provide statistical information for/from reports as required • Ensure deadlines for reports and/or submissions are met. • Preparation of Board reports

Functions and Meetings:	<ul style="list-style-type: none"> • Manage budget for functions and meetings and report on same • Organise and arrange employee events as required such as: PNL Christmas party, BBQs • General Catering for Board and SMT, or as back up for other administrative roles • In conjunction with the Client Services Advisor, coordinate port tours and other internal/external industry related events as required. • Liaise with event managers as required • Attend events and meetings to ensure smooth running • Take and provide accurate minutes of meetings • Coordinate presentations and other materials • Order catering as required
Communication:	<ul style="list-style-type: none"> • Maintain open and clear communication networks and act as a first point of contact for customers, port users , stakeholders, Managers and employees. • Provide assistance and support for documentation and communication enquiries from employees. • Provide assistance to the wider PNL team as required including travel bookings, diary management, leave coverage, etc.
Continuous Improvement	<ul style="list-style-type: none"> • Supporting the initiative Journey to Excellence (J2E) by actively identifying ways (i.e. ideas) to improve how we operate at PNL.
Safety	<ul style="list-style-type: none"> • Take an active role in ensuring safety of yourself and other members of the PNL Team. This includes acting in a safe manner, taking action where you observe unsafe behaviours and reporting all incident/accidents and near misses.

PERSON SPECIFICATION

Qualifications & Experience:	<ul style="list-style-type: none"> • Experience in providing support at Board, Chief Executive and/or senior management level
Skills and Knowledge:	<ul style="list-style-type: none"> • Highly competent in general Microsoft suite: Word, Excel, Outlook • Strong organisational and planning skills • Effective communication skills • Attention to detail and commitment to quality improvement • Excellent interpersonal skills
Personal Attributes: 	<ul style="list-style-type: none"> • Efficient and well organised with an ability to meet competing demands. • Ability to work independently and manage own workload including prioritising to meet deadlines. • Ability to solve problems and use initiative to generate solutions to problems/issues as they arise. • Positive and cooperative approach • Flexibility • Confidentiality, discretion and good judgement

BEHAVIOURS – ASPIRE

Demonstrate the behaviours expected of a member of the PNL Team.

Accountability	To be accountable for our actions, our performance and the outcomes of these.
Safety	To act in a manner that prevents the risk of injury or danger.
Passion	To maintain a powerful and compelling enthusiasm about what we do at Port Nelson.
Integrity/Honesty	To be truthful, upright and act according to what is right.
Respect	To hold people around us in high esteem and show consideration.

Excellence	To continually strive to be the best at what we do.
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