

Statement of Accountability:

Executive Assistant - Brand Promoter

Role Context

Stepping Stone Trust, *Te Roopu o te Taumata Kohatu*, has been operating since 1990; when it launched as a community ministry of the Baptist Church. It is now one of the largest NGO providers of Community Mental Health services in Canterbury. The Trust operates around 20 different services including Residential, Respite and mobile Community Support services for over 500 people each week in Canterbury and Otago

Mahi Takaiwā/Located at Head Office in Spreydon/ Riccarton and supporting the CEO, Board and Senior Leadership team, this role is multi-faceted and is the glue for making things happen the fixer that keeps the wheels on and the oil that stops the team from overheating at Stepping Stone Trust

Aronga/Role, Purpose, and Scope of Role

- Provide superior administrative support and guidance over the following portfolios: SST HQ administration including front of house
- CEO and Senior Leadership Team administration (meeting minutes, administration, organisation)
- Brand promotion and enhancement
- Promotion, coordination, and administration of mental health first aid (MHFA) workshops

Key Relationships

Kia pūrongo/Accountable / Reports to

Chief Executive Officer (CEO)

Relationships With

- CEO / SMT
- SST staff
- External agencies/Community Groups

Core Functions of Role

Pukenga/Core responsibilities

- SST HQ administration support including front of house
- Provide superior administrative support to the Senior Leadership Team
 - Meeting minutes, action point management
 - Organisation of events, staff meetings and outings
 - Travel arrangements
- SST Brand promotion and enhancement
 - Use various media channels to increase brand awareness
- Promotion, coordination, and administration of Mental Health First Aid (MHFA) workshops
 - Update website content, coordinate course registration, location and catering
- Oversee and manage SST website content
- Involvement in promoting implementing and embedding cultural practices.
- Help the staff, tangata whai ora and organisation tell their stories and share their vision.
- Supporting the Board
 - Minuting Board and sub-committee meetings,
 - managing technology requirements for meetings,
 - Board document management,Generating regular newsletters

Nga Mahi/I am successful, when:

- ✓ My customers' needs are met
- ✓ I work collaboratively with front of house staff and cover each other
- ✓ SLT action points outcome are followed up and documented
- ✓ There is an Increase of awareness of SST service and brand
- ✓ MHFA workshops well booked out
- ✓ The SST website is kept up to date
- ✓ I contribute to the SST culture as an employer of choice
- ✓ I demonstrate Committed to follow the principles of the Treaty of Waitangi and promoting a focus on improved health outcomes for Maori.
- ✓ Committed to follow the framework of SSTs' vision, mission, and values

Other responsibilities:

Proactively contribute to the housekeeping of the HQ building and environs

Organise, layout and tidy up after meals for evening monthly Board meetings.

Working Environment and Physical Demands

Stepping Stone Trust aims to provide a safe workplace, where nobody is placed in an environment or asked to do anything which will result in physical or mental harm. Here are some of environments and potential hazards that might be encountered in this role.

*Those in **bold** represent the likely environments of this position*

Office	Residential facilities	Outdoors
Vehicle	Private home	Community

*Those in **bold** represent the likely hazards of this position*

PHYSICAL	BIOLOGICAL	TEMPERATURE
Hand and portable tools Mechanical handling Stacking and storage Transportation (car etc) Confined space / working at heights Ventilation Working at heights in walkways and aisles Equipment guards Energy isolation Noise	Insects Bacteria Animals (e.g. Rats)	Extremes of heat or cold Hot substances / products Fire hazard
	CHEMICAL	PHYSIOLOGICAL
	Chemicals and other substances Mist and/or Dust Dangerous Goods	(Possible catalysts for stress and / or fatigue)
	RADIATION	Times of increased intensity or duration of workload Organisational demands of work (e.g. 24-hour availability)
	Infra –red, ultraviolet Microwave	Tight deadlines Provision of support to others during peak periods Shift work
LIGHTING	VIBRATIONS	
Lighting levels	Vibrating platforms	
ERGONOMIC	POWER SYSTEMS	EMERGENCY RESPONSE
Manual handling Work station set-up	Electrical Hydraulic	Responsible for items to be secured e.g. earthquake Evacuation routes

*Those in **bold** represent the essential physical requirements of this position*

TYPE	FREQ.	TYPE	FREQ.	TYPE	FREQ.
Stooping	O	Sedentary – sitting	F	Lifting / manual handling	O
Pulling	R	Kneeling	O	Grasping	O
Crouching	O	Typing	F	Crawling	R
Talking	F	Reaching	O	Hearing	F
Standing	O	Repetitive hand motions	R	Fine finger motions	F
Walking	F	Pushing	O	Driving	F
Climbing	R	Other – please record:			

Note: **C** = Constantly: 67-100%; **F** = Frequently: 34 – 66%; **O** = Occasionally: 1 – 33%; **R** = Rarely: 0 – 1%

*Those in **bold** represent the visual requirements of this position*

Close vision	Distance vision	Colour vision
Ability to focus	No special vision requirements	

Person Specification:

Executive Assistant / Brand Ambassador

Kai Mahi/Education and Qualifications

Minimum of 5 years' experience in an Executive Assistant or administrative role, ideally in the health sector.

1 – 2 years' experience in managing web content

Technical or Professional Knowledge, Skills and Experience

Attributes

- Excellent and accurate numeric, written and oral communication.
- Attention to detail
- Problem solver – assesses situations, decides on a course of action and implements this.
- Discretion/Confidentiality
- Warm personality and ability to build and maintain good professional relationships.
- Going the extra mile and be a good human
- Culturally diverse background

Knowledge

- Competent knowledge of office software systems e.g. Microsoft Office (Word, Excel), E-mail, Payroll Systems, with the ability to support staff in these applications.
- Confident using the Internet and web tools.
- Ability to co-ordinate administrative functions to ensure timely reporting.
- Demonstrates an understanding of administrative systems that ensure other business systems are properly supported.
- Demonstrates ability to maintain quality quantitative information gathering and reporting systems.
- Familiar marketing strategies

Alignment to Core Values

Alignment to the vision, mission and core values of SST

- **Faith** – supporting Tangata Whai ora (clients) and staff to explore belief in God as a pathway to wellness
- **Grace** – accepting and respecting people regardless
- **Hope** – every person has value, potential and new possibilities
- **Love** – being professional and showing respect in all of our relationships
- **Integrity** – practising accountability with each other and stakeholders.

Teamwork

Maintains healthy team relationships especially with respect to handling conflict; aware of differences in personalities and the importance of positive relationships to achieve outcomes

Teachable

Desires to learn best practice; follows instruction. Able to adapt learned skills to the SST environment.

Communication

Develops rapport easily; addresses issues positively; competent in verbal and written communication

Team Fit

Aligns with team’s values; aware of own strengths and how they affect other people in the team

Whakaae/Verification

We agreed that this Statement of Accountability accurately reflects the key responsibilities of the position at today's date.

Manager's Signature:

Manager's Name:

Date:

Employee's Signature:

Employee's Full Name:

Date:

This Statement of Accountability will be reviewed at least once a year during the course of the Performance Review Meetings. Any changes which need to be made will be signed off by the responsible Senior Management Team member, and People & Capability.