

## POSITION DESCRIPTION & PERSON SPECIFICATION

**Position:** OUSA Executive Assistant (30 hours)

**Reports to:** Chief Executive Officer (CEO)

**Direct reports:** N/A

**Indirect reports:** N/A

**Volunteers and Interns:** N/A

**Location:** OUSA, University of Otago, Dunedin

### Organisation:

The OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including:

- A confidential support and welfare advice service, representation and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic)
- Commercial offerings including the Dunedin Craft Beer and Food Festival and the University Bookshop

The OUSA Executive (the elected student members and governors of the Association) run campaigns and represents student views to the University and other external bodies.

OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

OUSA is a dynamic environment to work in – no two days are ever the same! We are an inclusive and supportive employer that values input from all staff.

### Position Purpose:

- Provide high-level administrative support to the CEO
- Assist and coordinate ongoing projects
- Pre-empting CEO needs and ensuring all tasks are completed to a high standard within required time frames
- Minute taking and preparation of agendas for board meetings
- Manage and maintain all board documents as required by the CEO and Board chair
- Collaborate with department managers for monthly reporting
- Proactively provide support to OUSA boards

**Areas of Responsibility**

Area	Expected Outputs
<p><b>CEO Support</b></p>	<ul style="list-style-type: none"> <li>• Proactively manage the CEO's calendar ensuring that appointments are scheduled appropriately and advise/remediate any current or potential conflicts</li> <li>• Pre-empting CEO needs and preparation of meetings and upcoming events as required</li> <li>• Assemble appropriate papers for the CEO's meetings/appointments</li> <li>• Meet regularly with the CEO to discuss priorities, tasks and upcoming engagements</li> <li>• Provide timely and accurate administrative support to the CEO</li> <li>• Set up meetings, including invites, room bookings etc</li> <li>• Prepare and send emails and correspondence on behalf of the CEO</li> <li>• Minute meetings involving the CEO and undertake follow-up actions as necessary</li> <li>• Communicate internally/externally on the CEO's behalf</li> <li>• Prepare high-quality documents including draft correspondence, papers, agendas, minutes, reports, surveys, executive summaries, and presentations</li> <li>• Actively coordinate and/or lead any ongoing projects as required by the CEO</li> <li>• Proactively manage complex diaries and emails</li> <li>• Maintain confidentiality and handle sensitive information with discretion</li> <li>• You will be expected to perform other duties and assist in alternative capacities when required – reflective of changing requirements of business practices. This could include but is not limited to; undertaking and leading special projects as needed or assisting managers with administration duties.</li> </ul>
<p><b>Supervision and Relationships</b></p>	<ul style="list-style-type: none"> <li>• Work collaboratively with the HR Advisor and Accounts Department</li> <li>• Back-up for payroll processing and preparing HR documents as needed</li> <li>• Liaise with departmental managers for meeting schedules and due reports</li> <li>• Self-manage time effectively in accordance with CEO and the Boards schedule</li> </ul>
<p><b>Board Support</b></p>	<ul style="list-style-type: none"> <li>• Coordinate meetings, including venue and date bookings, preparing and distributing agendas, and catering if required</li> <li>• Take minutes at all Board meetings through Board Pro</li> <li>• Update and finalise minutes for approval</li> <li>• Send out all relevant documentation to the Board as required by the CEO and Board chair</li> <li>• Maintain all board documents</li> <li>• Ensure Charities Commission compliance admin is prepared and submitted on time</li> <li>• Ensure Companies Office compliance admin is prepared and submitted on time</li> <li>• Arrange travel and accommodation if required for board members</li> </ul>

<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Take personal responsibility for engaging in OUSA's no-harm, health and safety culture</li> <li>• Be familiar with the hazard register for the work area that you work in</li> <li>• Communicate to the Departmental manager and colleagues any potential hazards that you identify that are not on the register</li> <li>• Be familiar with the location of first aid kits and qualified first aiders in the Association</li> <li>• Be familiar with and adhere to any health and safety plans</li> <li>• Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in, and notify the Departmental Manager of these</li> <li>• Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community</li> </ul>
--------------------------	---

### Personal Attributes

<b>Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Actively builds and maintains professional and productive relationships with large and varied groups of stakeholders</li> <li>• Excellent written and oral communication skills</li> <li>• Elicits transparency and authenticity</li> </ul>
<b>Planning and organising</b>	<ul style="list-style-type: none"> <li>• Incredible organisation skills</li> <li>• Capable of managing various projects at one time</li> <li>• Prioritises time effectively</li> <li>• Decisions are made decisively</li> <li>• Actions are held accountable</li> </ul>
<b>Confidence</b>	<ul style="list-style-type: none"> <li>• Instils confidence in managers by having a clear understanding of their own abilities and a sharp vision for the organisation.</li> <li>• Proven ability to perform in a complex environment with minimal supervision and guidance.</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>• Proven ability to work in jobs of high complexity and pressure</li> <li>• Takes a proactive solution-based approach to foreseen problems</li> <li>• Can execute resilience and stoicism in the face of oversight</li> <li>• Draws on available resources to assist decision making</li> <li>• Identify limitations in ability and seek help where required</li> </ul>

### Qualifications and Experience

- At least 3 years' experience in an admin support role
- Proven Executive Assistance background reporting to senior management
- Exceptional communication skills
- Exceptional time management skills
- Experience working with Board Pro (or similar programme)
- Intermediate use with Microsoft Office programmes
- High standards of professionalism, ethics and integrity