

JOB DESCRIPTION

Kaiwhakahaere Matua | Executive Assistant (Part-time position)

Role: Kaiwhakahaere Matua | Executive Assistant
Team: Office of the Chief Executive
Reports to: Tumu Whakarae | Chief Executive
Date: July 2026

The Royal Society Te Apārangi advances and promotes science, technology, and the humanities. Our goal is to grow pathways of knowledge so that science and research can be shared for the benefit of all New Zealanders.

Our functions include promoting public understanding of and trust in science and research; celebrating and funding excellent science and research; delivering tailored programmes to support science teachers, rangatahi, and early-career researchers; and providing expert advice to government and communities to inform decision-making.

PŪTAKE TŪRANGA | POSITION PURPOSE

The Kaiwhakahaere Matua | Executive Assistant role provides executive-level support to the Tumu Whakarae | Chief Executive and governance support to the Tumuaki | President of the Society. The role is also responsible for providing secretariat support for the Council and two Council sub-committees, including the Audit, Risk and Investment Committee.

Specifically, the Executive Assistant ensures effective diary administration; meeting and travel bookings; secretariat support for agendas, papers and minutes; drafting of reports and correspondence; financial and contract administration; coordination of Executive Leadership Team reporting; monitoring and managing governance and other workflows; records management; and leadership of or contribution to special projects. From time to time, this role will provide general administrative support to cover absences in other teams.

Working collaboratively across the organisation, the Executive Assistant must exercise sound judgment and handle personal and commercial information with appropriate care and confidentiality. The Executive Assistant will also help the Chief Executive to identify organisational risks and opportunities, understand stakeholder and staff perspectives, and scope the CE's forward work programme.

NGĀ TŪHONOHONO | RELATIONSHIPS

Reporting to the Tumu Whakarae | Chief Executive, the Executive Assistant will provide executive support to the Chief Executive, and governance support to the Tumuaki | President of the Society.

Internally, the role will work closely with Council members, the Executive Leadership Team, and other staff across the Society.

The role will also engage widely with CEOs, executive leaders, senior stakeholders and both individual and organisational members of the Society.

MĀNGAI PŪTEA | FINANCIAL AUTHORITY

Nil.

TE MAHI | KEY TASKS AND ACCOUNTABILITIES

1. Executive and governance support

- Provide executive administrative support to the Tumu Whakarae | Chief Executive and governance support to the Tumuaki | President of the Society including:
 - Managing diaries and organising meetings;
 - Booking travel arrangements;
 - Preparing agendas, meeting papers, presentations and/or briefings;
 - Drafting meeting minutes and action lists, and managing follow-up actions;
 - Monitoring email traffic and drafting routine correspondence; and
 - Other executive administrative support, as required.
- Provide secretariat support to Council and Council sub-committee governance processes, including administrative and logistical support, as above.

2. Executive Leadership Team coordination

- Coordinate team calendars, internal meetings, and routine team administrative processes.
- Monitor team workflows and follow up on outstanding information or actions, as required.
- Prepare documents, presentations, spreadsheets and other team materials.
- Respond to routine requests and refer matters requiring specialist or management judgement.
- Proofread and check materials and corporate communications for accuracy and consistency with the Society's Writing Style Guide.

3. Support for meetings, travel, and events

- Coordinate internal and external meetings, workshops, visits, conferences, and events, including scheduling, invitations, venue bookings, online meeting arrangements, catering, and materials.
- Prepare, collate, and distribute meeting agendas and papers.
- Draft minutes and meeting notes and maintain action/decision registers.
- Arrange approved travel and accommodation in accordance with organisational policies.
- Provide practical support before, during, and after meetings and events, including events involving school-aged students.
- Provide courteous and culturally appropriate service to all visitors and stakeholders.
- Administer registrations, invitations, tickets, and RSVPs for events, and maintain accurate records of attendance, demographics, and feedback.
- Assist with proofreading and checking invitations, programmes, signage, and presentations for accuracy and consistency with the Society's Writing Style Guide.

4. Contract management

- Provide administrative support across the contract lifecycle, including to:
 - Collate, validate and prepare documentation for new contracts;
 - Undertake initial checks of information;
 - Prepare approval documentation;
 - Manage contract execution, including signature, variations, and extensions, as required;

- Maintain contract records;
- Monitor delivery against key milestones and contract obligations;
- Report on contract performance and help develop reporting tools and systems; and
- Contribute to contract close-out processes, including financial reconciliation and reporting.

5. Financial and supplier administration

- Support financial reconciliation processes, ensuring information is complete, appropriately authorised and correctly coded before processing.
- Process approved invoices, purchase requests, expense claims, honoraria, reimbursements, and travel costs.
- Prepare invoice requests where required and ensure all financial documentation aligns with organisational policies and procedures.
- Maintain oversight of financial workflows to support transparency and audit readiness.
- Maintain routine administrative records and escalate any discrepancies.
- Liaise with the finance team, suppliers, and employees to resolve administrative queries, as required.

6. Information and records management

- Maintain accurate, accessible, and appropriately secured records in approved systems.
- Implement approved file naming, scanning, digitisation, retention, and archiving approaches.
- Protect confidential, commercially sensitive, and personal information.
- Adhere to all privacy and information-security requirements, and promptly report any known or suspected privacy or security breaches.
- Identify any data quality or integrity issues and arrange correction or escalation, as appropriate.

7. Continuous improvement and special projects

- Contribute to the ongoing improvement of administrative systems, processes, and templates.
- Identify opportunities to enhance efficiency and effectiveness in business coordination.
- Support the development and roll-out of new tools and systems (including via the ethical and appropriate use of AI).
- Document updated processes and support team colleagues to understand and adopt them.
- Share knowledge and contribute to consistent business-support practices across the organisation.
- Coordinate or contribute to special projects, as agreed with the Chief Executive.

8. Other duties

- From time to time, provide general administrative support to cover leave or other absences.
- Demonstrate the Society's values and expected standards of conduct.
- Contribute to a respectful and inclusive workplace.
- Work in a manner that supports the Society's commitments to Te Tiriti o Waitangi.
- Undertake additional responsibilities as reasonably required to support the Chief Executive.

NGĀ WHANONGA PONO | BEHAVIOURAL COMPETENCIES

Delivers results

- Takes ownership of work, and is comfortable with and takes responsibility for making decisions.
- Meets deadlines.
- Sets clear and realistic objectives, and delivers agreed objectives.
- Achieves results by working collaboratively with a range of individuals within the organisation.
- Demonstrates a high level of attention to detail.
- Has a commitment to excellence, and seeks to achieve a high level of performance.
- Is self-motivated with ability to work with minimal supervision.

Relationship management

- Takes responsibility for developing and maintaining relationships that enhance the achievement of objectives and further the Society's goals.
- Relates well to people inside and outside the organisation and builds appropriate rapport.
- Proactively and effectively manages internal and external relationships, working in partnership with a wide range of stakeholders, adding value to business decisions.
- Understands the values, needs, and aspirations of governors, members and seniors stakeholders.

Teamwork

- Positively contributes to team dynamics.
- Builds cooperative effective relationships internally and with other external individuals and groups and takes responsibility for facilitating positive outcomes.
- Participates effectively as a team member in wider, diverse, and cross-disciplinary teams, which may involve external participants.
- Encourages contributions by being receptive to new ideas, listening to everyone's opinions and explaining why some contributions cannot be acted on.

HEALTH, SAFETY AND WELLBEING

- Takes responsibility for working in a safe manner.
- Proactively identifies and helps manage risks to health, safety and well-being.
- Complies with all policies and procedures to ensure the safety of self and other staff.

NGĀ UARA | OUR VALUES

Mahi Tahi | Collaboration

- We listen, share, and embrace others' views.
- We ask for input and offer assistance.
- We actively collaborate on projects to ensure the best outcome.
- We actively build trust with internal and external stakeholders.

Kanorautanga, Mana Ōrite, Manaakitanga | Diversity, equity and inclusivity

- We seek, embrace, and value diversity.
- We bring our whole selves to work.
- We treat everyone fairly and equitably.
- We value the thoughts and perspectives of everyone.

Whakaaro Arohaehae | Critical thinking

- We use peer-reviewed evidence in our decision-making.
- We draw on the most recent and local evidence available.
- We test facts and evaluate their applicability to our work.
- We value appreciative enquiry and are open to constructive challenge.

Pono | Integrity

- We listen.
- We tell the truth.
- We show discretion and respect confidences.
- We treat everyone with respect as we would like to be treated.
- We stand up for what is right.
- We stand firm when required, and follow through on promises and commitments.
- We provide frank and fearless advice.

Toitūtanga | Sustainability

- We act in ways that reduce our impact on the planet.
- We embrace innovation to reduce our footprint.
- We use our resources – time, funding, and materials – wisely.

Pūrangiaho | Transparency

- We set clear expectations of ourselves and others.
- We lead by example and through our actions.
- We encourage open discussion and active listening.
- We share information openly, while protecting sensitive information.
- We are able to say 'no' when we need to, and why we cannot meet the request.