

Position Description: Executive Assistant to GM Policy & Communications

Directly responsible to:

General Manager – Policy & Communications

Directly responsible for the functions:

- Provide high-quality personal assistant support to the GM Policy & Communications
- Administration and organisational support for the wider team.

Our Vision

Thriving sheep and beef farmers, now and into the future.

Strategic priorities:

Championing farming excellence – On-farm extension focused on enhancing productivity, productivity and sustainability; Investing in research and innovation to solve sector production challenges.

Advocacy – Championing farmers' interests; Shaping the future domestically and internationally.

Energising the sector – Leading, building trust, reputation and confidence; Proudly celebrating sheep and beef farming.

Position Purpose

The EA & Administrator will contribute to the successful delivery of the Policy & Communications group's strategic objectives and operational plans by providing high-quality personal assistant and administrative support to the General Manager (GM) Policy and Communications.

They will also provide high quality, professional and customer-driven support to the wider policy and communications teams, including internal and external meetings (including team meetings) and event planning (such as farm visits for officials and annual B+LNZ stakeholder function), travel bookings and team administrative support. Wider support will include stakeholder tracking and board paper management.

The EA & Administrator works collaboratively with the wider organisation administrators to ensure administrative needs, systems and processes are coordinated, and work effectively and efficiently.

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Key Accountabilities

Personal Assistant & Administration Support

Diary & Travel Management

Financial Management

Event Organisation

Reporting & Documentation

Be an active Team Member of the wider B+LNZ Administration Team

Personal, Team & Project-Based Contribution

Health & Safety

Key Accountabilities

Job holder is successful when

1. Personal Assistant and Administration Support

The EA & Administrator manages and prioritises the GM's administrative support including but not limited to diary, email and other correspondence; meeting scheduling, coordination, agenda preparation and minutes and;

Provides administrative support to the wider team as requested by the GM.

- GM's email is monitored and managed efficiently, including dealing with queries where appropriate. Confidential matters are dealt with in an appropriate manner.
- The GM is satisfied with the service received and all administrative duties are performed in an efficient and timely manner, with a high level of accuracy and detail.
- Professional standards maintained at all times. Positive relationships with internal and external customers are established and maintained, and a high level of service is offered, while managing the contact with the GM.
- Assistance with special projects, drafting of correspondence, reports, presentations and briefing documents are to the GM's requirement
- Team leave is managed affectively, the PA follows up on leave as required to ensure it is entered and approved in the system.
- Positive feedback is received by the GM regarding the support services offered.
- Contribute to complex and strategic projects, representing the GM's views
- Manage the GM's calendar effectively to create more opportunities for the GM to focus on the strategy of the business. The EA will have the ability to determine whether the GM's attendance is required at meetings and when their input is required
- Strong relationships are maintained with all B+LNZ team members including strong stakeholder relationships.
- All correspondence is responded to in a timely and professional manner.
- Meetings are managed appropriately with agendas, papers and minutes developed and circulated in a timely manner; visitors are greeted politely and are catered for appropriately.
- General administration and filing is up to date and accurate.
- Performance planning meetings are scheduled on behalf of the GM and outstanding items are followed up on.

2. Diary & Travel Management

- Key priorities are addressed with the best use of time and the GM's diary reflects their priorities and deadlines.

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<i>Manage and prioritise the GM's diary, travel arrangements and meeting coordination.</i>	• Prioritise requests while troubleshooting conflicts, making judgements and recommendations to ensure smooth day to day engagements. • Co-ordinate scheduling of all demands on the GM's time. Ensure absolute accuracy and attention to detail with respect to all appointments. • Prioritise and arrange internal and external parties and co-ordinate a variety of meetings. Ensure participants are notified and room arrangements organised. • Appropriate travel arrangements are made in advance to fit in the GM's weekly priorities. • Travel is booked for GM, and invited external guests in a timely manner, following organisational policies. • Ensure all trips are booked including travel, accommodation and currency arranged if necessary, and itineraries and all necessary documentation are prepared to the satisfaction of the GM. • All catering and function arrangements meet the requirements of the GM. • Maintenance of relevant stakeholder lists.
3. Financial Management <i>The EA & Administrator manages all expenses of the GM and has budget and financial administration responsibility for the Farming Excellence Team for key programmes and projects.</i>	• Accurately administer and code for approval the GMs and team. • All invoices are signed off as appropriate and forwarded to Accounts team to load for coding; invoices are coded to the appropriate cost centre, and given to GM for signing. • Administer the GMs visa reconciliations; all receipts are kept and attached to the appropriate expense claim. Items are coded in the 'Flexi-purchase' system and receipts are collated; the Finance team is provided with accurate and complete reports and reconciliations. • All statements are reviewed and signed off as appropriate on behalf of the GM.
4. Event Organisation <i>The EA & Administrator is responsible for organising functions, seminars and workshops for the GM and Policy & Comms Team as required.</i>	• Functions, seminars, workshops and farm visits on behalf of the teams run smoothly with positive outcomes and good feedback is received. • Venue, catering and travel arrangements are made, meet business requirements and are in accordance with the entertainment policy. • Assistance is provided with the development of agenda packs, followed by collation and distribution of the pack. • CRM information loaded where necessary. • Minutes and action points at events (including relevant team meetings) are developed and circulated in a timely manner and action points are followed up as required to ensure completion. • Speakers and presenters external to the Policy & Comms Teams are coordinated.

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5. Reporting & Documentation <i>The EA & Administrator is responsible for the coordination and formatting of Board papers, letters, submissions, briefs and reports, and presentations for the GM's and team.</i>	- Any other tasks required are completed to ensure the events are delivered successfully. - Working with the rest of the team, board reports and updates are formatted in-line with reporting guidelines, and are finalised for distribution to the Board within the reporting timelines. - Board decisions are captured and maintained for the wider team. - Contracts, letters and other relevant documentation is maintained in ordered systems. - Support provided for CRM related communications where needed – such as sending out organisational emails at request of comms team. - Team reports, documents and presentations are efficiently managed to the highest of standards and prepared and presented in final proof for additions and editing. - All work is accurate, professional and timely. Standard is to the level required by GM's, B+LNZ Board of Directors and other external stakeholders. - Confidentiality is maintained at all times and the GM's is updated on all essential matters regularly. - All documentation is appropriately filed and referenced to ensure easy access for all team members.
6. Be an active Team Member of the wider B+LNZ Administration Team*	- Work cohesively and collaboratively as part of the wider B+LNZ administration team. - Look for opportunities to support other administration team members during busy periods when required. This may require the reprioritisation of other tasks to support where needed - Actively participate in regularly scheduled administration team meetings to share expertise and adding value to maintain a highly functioning team which enables all team members the opportunity to work to the best of their abilities. - Attend team training as required and personal development sessions as required. - Support the EA to create a high performing administration team that supports best practice administration skills. This could be actioned by offering: - ideas for team development; - problem solving skills; - your knowledge and expertise; - active listening; and - respectful and considerate communication.
7. Group Communication <i>The EA & Administrator will coordinate all communication across the Policy & Comms Team including manages the</i>	- The team is kept up to date on important issues; communication is regular, and the GM is informed of any issues that arise. - Policy & Comm's 's presence and content on the intranet is up to date and accurate.

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<i>team's pages and content on the intranet.</i>	
8. Personal, Team & Project-Based Contribution <i>The EA & Administrator will contribute to their own professional development, and organisational and team projects as required, to meet the priorities and needs of the business.</i>	• Personal and professional development is proactively managed to meet the current and emerging capability needs of the role and the organisation, whilst supporting personal growth. • Where delegated, opportunities to represent the Farming Excellence + Extension Teams in cross-organisation projects or committees are undertaken. • Teammates, project leads, members and others value the contribution, expertise and professionalism of the employee.
9. Health & Safety ("H&S") <i>The EA & Administrator will proactively engage in all areas of health, safety and wellness of the organisation and industry.</i>	• H&S policies and processes are effectively implemented for all events delivered by the EA & Administration Manager • The delivery of safety compliant events ensures: ○ Attendees and facilitators have undertaken appropriate training; ○ The Event Safety Management System is adhered to; ○ Facilitators utilise administration and support material as appropriate to meet the requirements of Industry Standards; ○ The required level of reporting, incident reporting and activity awareness occurs. • Shows responsibility for own health, safety and wellbeing, is proactive in own actions to keep self and others safe and cooperates with local workplace safety management practices, policies and procedures that support a healthy, safe and well culture. • Report any accidents or incidents as soon as possible through Auditix, B+LNZ's safety management system, or to your manager.

Key relationships

Key external relationships

Farmers, Research Organisations, B+LNZ Farmer Council, Programme Facilitators, Advisory Boards, Industry Partners, Sponsors

Key internal relationships

Policy & Communications Team, EA to CEO and Chair, Farming Systems & Adoption Team, Insights and Strategic Planning team, Research and Genetics, B+LNZ Administration Team, Finance, Leadership Team, P & C team.

Location

Wellington. Some travel maybe required.

Hours

Core business hours are Monday – Friday 8.30 – 5.00pm.

The incumbent may be required to work outside these ours from time to time.

DATED: September 2026

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PERSON SPECIFICATION: Executive Assistant to GM Policy & Communications

Technical Knowledge + Expertise

- Excellent organisational and administrative skills with the ability to multi-task operational functions between travel, diary management and meeting coordination
- A high-level of competence in Microsoft Office suite particularly Teams, Outlook, Word and PowerPoint
- Capability in managing budgets and financials.

Education + Experience

- A qualification in Business Administration at diploma level, or equivalent experience gained on the job
- A minimum of three years' experience as a Personal/Executive Assistant supporting senior level executives in a professional environment

Communication, Collaboration + Relationships

- Builds appropriate rapport and maintains relationships with all people, up, down and sideways, inside and outside the organisation and across a variety of functions and locations
- Adjusts communication content and style to meet the needs of the audience
- High level of competence in verbal and written communication in a variety of settings
- Provides timely and helpful information to others and keeps people informed
- Is seen as a team player, who is cooperative, contributes ideas and encourages and initiates collaboration

Motivating, coaching and building teams

- Creates strong morale, motivates and develops direct reports and team members through coaching, feedback and alignment of career development goals with organisational objectives
- Empowers team members, invites input, fosters collaboration, shares ownership and accountability and celebrates success
- Demonstrates drive for results and encourages diverse thinking to promote and nurture innovation
- Able to bring together different people, perspectives and skill sets and utilise diversity to achieve the team's goals or organisations strategy
- Able to effectively delegate tasks and work priorities, and coordinate teams to achieve the team's objectives and monitor outcomes

Problem solving and decision making

- Proven ability to exercise sound judgement and judges the course of action optimistically, objectively, and based on analysis, wisdom and experience
- Considers the broader picture when making decisions
- Frames problems, opportunities and ideas in a way that clearly conveys empathy for users and the potential value for the organisation.

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PERSON SPECIFICATION: Executive Assistant to GM Policy & Communications

Customer Orientation

- Does everything with the best interests of the customer, farmer, stakeholder or sector in mind
- Has a clear understanding of other groups' business priorities and how you can impact them
- Is dedicated to meeting the needs of internal and external customers
- Able to stand in customers' shoes, show empathy and uncover their needs and experiences
- Communicates ideas and solutions and brings the customer along on the journey
- Builds trust and respect over time as delivers on promises

Personal Attributes

- A champion of the culture of the organisation
- Adheres to and promotes the core values of the organisation
- Has a personal commitment to personal excellence; displays honesty, integrity, and a strong sense of ethics in all decisions and actions
- Instils trust, keeps confidences and honours commitments
- Intuitively knows what is right and will do the right thing when no-one is looking
- Establishes an environment of respect and trust when working to advance cross cultural understanding
- A willingness to develop and apply a growing understanding of Te Ao Māori, tikanga, and Te Reo with their work
- Must have a strong commitment to furthering the success and prosperity of the New Zealand sheep and beef industry

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