



NEW ZEALAND
RED CROSS
RIPEKA WHERO AOTEAROA

POSITION DESCRIPTION

Be part of our mission:

*To improve the lives of vulnerable people
by mobilising the power of humanity
and enhancing community resilience.*

To find out more about our kaupapa, and what we stand for, visit redcross.org.nz

Job Title: Management Support
Group: Office of the Secretary General
Location: Wellington
Reports to: Management Support Lead
Position status: Permanent, Full- Time
Version date: August 2022

OUR PURPOSE

New Zealand Red Cross (NZRC) has always been about good people doing good things. We're part of the world's largest humanitarian network, helping vulnerable people and those affected by disaster and conflicts. We've been working in New Zealand for more than a century and today you'll find us lending a hand in communities throughout Aotearoa New Zealand – we're here for good.

DIVERSITY AND INCLUSION

We are committed to providing an environment where all people feel welcomed, valued and seen in their identities.

THE TREATY OF WAITANGI

New Zealand Red Cross is working towards understanding our obligations under the Te Tiriti o Waitangi principles. New Zealand Red Cross engagement with Te Tiriti o Waitangi is recognised as ethical best practice in relation to the application of the Red Cross Fundamental Principles and the desire of New Zealand Red Cross people to build meaningful relationships with Māori as tāngata whenua.

WHAT WE STAND FOR

The Red Cross Fundamental Principles guide all we do, whether we're helping people in New Zealand communities or providing urgent relief in an international disaster.

ABOUT THE GROUP

Office of the Secretary General

The Office of the Secretary General (OSG) works closely with the Secretary General to ensure that strategic priorities are managed and activities across Groups are coordinated to enhance organisational performance. The OSG also supports governance, including through support for the National President and New Zealand Red Cross Board. The Office also provides advice on International Humanitarian Law (IHL) and related policy matters.

POSITION PURPOSE

The role of Management Support provides a range of support and advice to General Manager/s and their Groups, ensuring it is easier for the Executive Leadership Team to meet their accountabilities and supporting governance.

KEY RESPONSIBILITIES

- Act as the “go to” person for the General Manager and Group
- Solve problems and provide advice for the General Manager, allowing them to best use their time
- Draft, review and/or recommend business plans, business cases, and National Board papers for the General Manager
- Monitor and advise on group and team budgets and work with finance to monitor performance against budgets
- Assist with Group performance monitoring and reporting processes
- Provide event management support
- Provide general administrative, technical support and advice
- Carry out General Manager diary management and meeting coordination

HEALTH SAFETY AND WELLBEING

- Proactively ensure your actions or omissions do not adversely affect the Health, Safety and Wellbeing (HSW) of yourself or others.
- Participate in HSW induction, training, programmes and activities.
- Follow all reasonable instructions to comply with HSW legislation and regulations.
- Follow NZRC HSW policies, standards and procedures.
- Do not undertake any activities you are not adequately trained for.
- Use designated personal protective equipment (PPE) for specific work activities.
- Report hazards/risks, incidents and near misses as soon as possible after the event.

RELATIONSHIPS

Internal

- General Manager and their Group staff
- HR and Finance Business Partners
- Executive Director Office of the Secretary General
- Other members of the Office of the Secretary General

External

- Key Group stakeholder organisations

STAFF

Direct

Nil

Indirect

Nil

PERSON SPECIFICATION

Knowledge

- Advanced use of the Microsoft Office Suite
- Understanding of issues in a membership organisation with a substantial volunteer base and humanitarian focus.
- Understanding of the processes and systems required to make things happen
- Understanding or developing Te Reo Māori skills

Qualifications and/or experience

- A relevant applied tertiary qualification or relevant work experience
- 3+ years' experience in a similar senior administrative role
- Experience supporting executive leaders
- Experience in administration, budget management, reporting and drafting papers

Skills and other attributes

- A proactive, planned, efficient, and resourceful approach to achieve agreed outcomes within expected timeframes
- Excellent written and verbal communication skills
- Excellent literacy, numeracy skills
- Excellent problem solver and brings a practical approach
- Advanced administrative and organising skills
- Excellent customer service and calm under pressure
- Enthusiasm and commitment to work as a team member of Red Cross
- A commitment to the Fundamental Principles of the International Red Cross Movement is imperative.
- Enthusiasm for, and the commitment to, the work of New Zealand Red Cross.

DRIVER LICENCE

A current car driver licence is required for this role.

DELEGATIONS

Financial: Tier TBA

Employment: Tier TBA

NOTE

This job description is not intended as an exhaustive list of duties and responsibilities. The job is expected to evolve and change, and New Zealand Red Cross may amend this job description after consultation with the job holder.