



# Chinese Medicine Council of New Zealand

## Position Description

<b>JOB TITLE:</b> Administrative Assistant	<b>DATE:</b> April 2024
<b>REPORTS TO:</b> Registrar/ General Manager	

The Chinese Medicine Council of New Zealand (the Council) is a statutory body constituted under the Health Practitioners Competence Assurance Act 2003 (HPCA Act). Its principal purpose is to protect the health and safety of members of the public by ensuring that Chinese medicine practitioners are competent and fit to practise their profession. It does this through its statutory functions relating to registration, accreditation of educational institutions, standards setting, promotion and review of competence, health and education.

The Admin Assistant provides high quality administrative support to the Registrar/General Manager. The role is varied, no two days are the same, and requires exceptional organisational skills to prioritise the work. The ideal candidate will be a problem solver who has excellent communication skills and impeccable attention for detail. The candidate should also have experience working in an office environment, performing administrative tasks, and providing support to coworkers.

An ability to multitask, manage complex schedules, and meet changing deadlines is essential to the position.

**Reporting to:** Registrar/General Manager

**Functional relationships that support:**

- Registrar/General Manager
- Registration Coordinator
- The Council and its committees
- Professional advisors
- Staff of other co-located health regulators.

This role does not work in isolation, rather as part of a team.

**Commitment:** Full time

**Location:** Wellington CBD / Remote

**Training and support:** The Council will provide access to relevant training and support.

**Flexible working:** This is a small team who enjoys working together. We are open to flexible working arrangements, and these are agreed on a case-by-case basis with the Registrar/General Manager.

<b>Key Accountabilities</b>
<b>Commitment to Te Tiriti o Waitangi</b>
<ul style="list-style-type: none"> <li>• Demonstrates developing knowledge and understanding of the principles of Te Tiriti o Waitangi</li> <li>• Demonstrates a developing knowledge of foundational tikanga, cultural safety, and use of basic te reo Māori</li> </ul>
<b>Registrar support</b>
<ul style="list-style-type: none"> <li>• Assist in the day-to-day management/prioritisation of the Registrar’s emails and diary/calendar</li> <li>• Respond to basic requests for information from practitioners and stakeholders as directed by the Registrar</li> <li>• Set up meetings as directed by the Registrar</li> <li>• Ensure information for meetings is well-prepared and electronically accessible</li> <li>• Ensure all work appropriately promotes, reflects, and supports the aims of the Council</li> <li>• Update Council social media accounts as directed by the Registrar</li> <li>• From time to time, the Registrar may have requests that they believe the Admin Assistant is best placed to assist with, these tasks will be agreed via discussion.</li> </ul>
<b>Administrative support</b>
<ul style="list-style-type: none"> <li>• Uses professional communication skills to interact with other staff, Council members, and external people in a professional, supportive, and well organised manner</li> <li>• Draft, proof-read, and edit correspondence and memos to a professional standard</li> <li>• Provide support with data entry as required</li> <li>• Upload Committee meeting papers to BoardPro in a timely manner</li> <li>• Request, receive, and collate monthly invoices and claims, for signature of the Registrar/General Manager</li> <li>• Arrange the scanning and filing of documents as and when requested</li> <li>• Provide support for meetings by undertaking such tasks as ordering catering, circulating agendas, updating conflicts of interest and risk registers etc.</li> <li>• Ensure all work appropriately promotes, reflects, and supports the aims of the Council</li> <li>• Triage emails, providing the appropriate level of first line response and problem solving</li> <li>• Help to create a positive experience for internal and external stakeholders by acting as the first point of call for greeting visitors when required</li> <li>• Assist in the organisation of events and hui from time to time.</li> </ul>
<b>Wider Team</b>
<ul style="list-style-type: none"> <li>• Work collaboratively with the wider team to ensure a schedule of Council meetings is maintained in a timely manner to avoid scheduling issues</li> <li>• Committed to promoting a safe and inclusive work environment that supports inclusion of all, including the Rainbow Community</li> <li>• Ensure that all communication with both internal and external parties is professional, courteous and timely</li> <li>• Work with a high level of integrity and the ability to manage confidential information appropriately</li> <li>• Maintain relationships with co-located partner regulatory authorities</li> <li>• Provide support to other team members as required</li> <li>• Share skills and knowledge within the team</li> </ul>

- Recommend improvements to work processes as appropriate
- Comply with internal policies
- Provide customer service support for other team members when required.

#### **Health, Safety and Wellbeing**

- Lead by example creating and reinforcing the focus on a culture of health and safety
- Adhere to the relevant health and safety policies and procedures
- Ensure own wellness, health and safety within the workplace, as well as that of colleagues

#### **Governance Support**

- Assist in the preparation of draft agendas
- Provide administrative support to Council members when required
- Arrange travel, accommodation, catering, and any necessary virtual meeting links for Council members
- Arrange and track payments to Council members monthly.
- Collect relevant information from staff and advisors for the agenda items.
- Load Council meeting agendas and papers into BoardPro
- Escalate to the Registrar/General Manager any issues regarding Council work or risks.

#### **Experience and Qualifications:**

- A relevant qualification or significant experience in an office setting
- Excellent administrative skills and good IT skills, including Microsoft Office package: Word, Excel, Outlook and databases
- Experience with BoardPro/document sharing software
- Experience in booking staff travel, flights and accommodation
- An excellent command of the English language
- Knowledge and understanding of Te Tiriti o Waitangi
- Beginner competency in Te Reo and Tikanga Māori
- Initiative and the ability to work independently
- Excellent personal organisation and prioritisation skills.

#### **Advantageous but not essential:**

- Familiarity with the Health Practitioners Competence Assurance Act 2003 or similar legislation
- Competency in speaking Mandarin
- Proficiency in use of various social media platforms.