

WOMEN'S CRICKET 2021

EXECUTIVE ASSISTANT

Reporting to: Chief Executive
Team: OCEO
Location: Auckland
Term: Fixed Term, Full Time

WHO WE ARE

In 2021, New Zealand will host the ICC Women's World Cup for the 3rd time, and the 12th instalment overall. This is the pinnacle of women's cricket globally and an opportunity for you to join the team behind the tournament. In 2017 over 180 million people watched the tournament, and this audience will increase in 2021 with all the matches broadcast live for the first time. It is set to be the largest women's sporting event held in New Zealand, at the forefront of women's sport, and specifically women's cricket globally.

OUR VISION

Our vision for the tournament is to 'Own the moment and lead the change', through the following objectives:

- Connect with the world
- Entertain the world
- Inspire the world
- Excellence in our world

WHERE YOU FIT

The Executive Assistant will support the Chief Executive, and wider team, to deliver the event to ICC and Local Organising Committee (LOC) requirements. You will be primarily responsible for assisting the CEO and, as required, supporting the Board Chair and Board members with administrative support and confidential secretarial services. You will also manage the administration for the Leadership team as necessary to ensure smooth operations to help execute the tournament. You will have relationships with all functional areas, and external stakeholders including the ICC, NZC, NZ cricket network, venues, host cities and suppliers.

YOU'LL LOVE THIS JOB IF ...

- You are passionate about events or sport
- You are a natural problem-solver and self-starter
- You have strong communication and listening skills
- You are highly organised and can plan and prioritise your time
- You are calm and pragmatic under pressure
- You strive to go above and beyond expectations

SPECIFICALLY, IN THIS ROLE YOU'LL BE ...

- Providing professional, discrete and confidential administrative support for the CEO, chair and board, managing all documentation and ensuring it is error-free, completed promptly and within deadlines
- Planning meetings and coordinating schedules, accommodation and travel to ensure a high standard of forward planning across the organisation and preparation for projects, events and commitments
- Managing the preparation, development and circulation of agendas and papers for meetings, attending meetings when require, taking minutes, distributing actions and following up
- Interfacing with New Zealand Cricket and providing general office management as required
- Providing administrative assistance to the LOC leadership team including travel and accommodation for bookings in collaboration with our travel partner or independently as required
- Managing and maintaining relationships with the LOC board, NZC, the ICC and cricket community and other high-profile stakeholders such as officials from government, local council and venues
- Identifying opportunities to improve processes and free time up for the CEO, board and lead team

ADDITIONALLY, YOU WILL ALSO BE ...

- Identifying and managing risks and proactively taking part in the overall risk management strategy
- Providing detailed and timely reporting on progress with your role and responsibilities
- Striving for world class standards across all areas for operational excellence
- Collaborating in cross organisation project teams and ensuring the needs of all areas are considered
- Developing budgets and assisting in the development of the department budget
- Managing all areas of expenditure within budget and highlighting any issues as necessary
- Achieving cost savings where possible and ensuring WWC2021 is efficiently run
- Managing and maintaining relevant internal relationships through all stages of operations
- Developing and maintaining key external stakeholder and third-party partnerships
- Nurturing these functional relationships and fostering a spirit of teamwork and cooperation

YOU'LL HAVE ...

- Experience providing high level executive support and assistance
- Experience in a busy event management or project-based environment preferred
- Exceptional organisational, time management and diary management skills
- Excellent written and verbal communication skills up to board level quality
- Ability to use relevant software and the Microsoft Office suite of applications
- The legal entitlement to work in New Zealand

YOU'LL RECEIVE ...

- A competitive salary, 20 days annual leave and KiwiSaver contributions
- Fresh fruit delivery twice a week, and drinks and snacks on a Friday afternoon
- Annual flu injections and access to the Employee Assistance Programme (EAP)