



# NEW ZEALAND THOROUGHBRED RACING

EXECUTIVE ASSISTANT  
RECRUITMENT BRIEFING PACK

New Zealand Thoroughbred Racing Inc

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# ABOUT NZTR

New Zealand Thoroughbred Racing (NZTR) is the regulatory and governing body for the sport of Thoroughbred racing in New Zealand. We are on a mission to create a sustainable and successful Thoroughbred Racing Industry for Kiwis to enjoy for many generations to come!

Racing is a significant contributor to the New Zealand economy, accounting for a remarkable \$1.6 billion (0.9% of GDP) and directly employing around 10,000 individuals.

At NZTR, we oversee all aspects of Thoroughbred racing, from licensing and registrations to setting the races and ensuring the wellbeing of our people and horses. Our industry is in the midst of some exciting dynamic change, with NZTR relocating to Cambridge, the heart of Thoroughbred racing, and an exciting new wagering partner, Entain. Together, we are driving the much-needed transformation to thrive for many years to come, attracting new talent and engaging a new demographic of punters, owners, and racing enthusiasts.

Join us at NZTR and be part of a team that is at the forefront of this exciting period of transformation in the New Zealand's Thoroughbred racing industry!

## **Our Purpose**

To lead, advance and elevate the New Zealand Thoroughbred Racing industry.

## **Our Vision**

A sustainable and successful Thoroughbred Racing industry in New Zealand.

## **Our Values**

- Respect
- Integrity
- Innovation
- Collaboration
- Excellence



# THE ROLE

We're on the lookout for an exceptional Executive Assistant to support our Chief Executive Officer – someone who is organised, proactive, and calm under pressure, with a natural ability to juggle competing priorities and keep everything running smoothly. This is a role where you'll be at the heart of it all, working closely with the CEO and wider Executive Team, making a real difference every day.

No two days will look quite the same. You'll be managing the CEO's diary and inbox, scheduling meetings, coordinating logistics for key events, and preparing board packs, reports, and presentations – always a few steps ahead to anticipate what's needed next. You'll also attend important meetings, take minutes, follow up on action items, and keep sensitive information under wraps with absolute discretion.

You'll be a go-to person for internal and external stakeholders alike, building strong working relationships and acting as a trusted liaison on behalf of the CEO. You'll also support the COO and CCO with general admin and coordination, keeping things moving seamlessly across the leadership group.

Beyond executive support, you'll be the unofficial glue of the office – making sure everything runs like clockwork. From managing supplies and liaising with contractors, to keeping our meeting rooms tidy and our kitchen stocked, you'll help create a workspace we're all proud to be part of. You might even take the lead in planning our office celebrations or driving small sustainability initiatives – we're all about making work feel like a good place to be.

# KEY ROLE ACCOUNTABILITIES

## Chief Executive Support

- Maintain confidentiality and handle sensitive information with discretion and professionalism.
- Serve as the primary point of contact between the CEO and internal/external stakeholders.
- Proactively manage the CEO's calendar and diary, scheduling meetings and appointments to optimise time and efficiency.
- Monitor, prioritise, and action communications and emails on behalf of the CEO, using initiative to redirect or draft responses as required.
- Prepare and edit correspondence, reports, presentations, and confidential documents for executive review and distribution.
- Assist with cost centre expense and budget tracking, ensuring timely approvals and accurate payments.
- Anticipate executive needs and take initiative to manage administrative tasks proactively.
- Attend key meetings, record accurate minutes and action items, and ensure timely follow-up.
- Coordinate logistics for events, conferences, executive offsites, and key NZTR events including AGM, regional forums, Board and Sub-Committee meetings.
- Compile and distribute agendas, board packs, and meeting documentation in advance.
- Maintain accurate weekly, monthly, quarterly, and annual reports as required by the CEO.
- Establish and maintain efficient electronic and physical filing systems for the Executive Group.
- Make travel arrangements for the CEO, Executive Group, and other staff as required.
- Provide support for ad hoc tasks and special projects as delegated by the CEO.

## General Administration

- Provide administrative support to the wider Executive Group (COO and CCO), including scheduling, event planning, and correspondence.
- Assist with Board meeting facilitation, including minute-taking, follow-up on action items, and coordination of conference calls.
- Maintain strong working relationships with internal and external stakeholders.
- Prepare and provide timely reports and useful data as required.
- Demonstrate flexibility and a can-do attitude by supporting other duties as needed to meet organisational goals.
- Contribute to and/or manage special projects as required.

# KEY ROLE ACCOUNTABILITIES

## Office Administration

- Oversee day-to-day office operations to ensure a professional and well-functioning work environment. Manage office supply orders (e.g., OfficeMax, AlSCO) and maintain adequate stock of stationery, kitchen, consumables and cleaning supplies.
- Coordinate building compliance and maintenance, liaising with property management and contractors. Manage office equipment and coordinate servicing, troubleshooting or repairs as needed.
- Maintain shared spaces (e.g., meeting rooms, reception area, kitchen) to a high standard of cleanliness and readiness.
- Organise office events, catering, and seasonal décor as required. Manage office recycling, waste disposal, and sustainability initiatives.
- Maintain records for utilities, service agreements, and office-related subscriptions.

## Health and Safety

- Actively contribute to a culture of continuous improvement in health and safety by raising concerns, suggesting improvements, and participating in the development, implementation, monitoring, and review of systems—either directly or through designated representatives or managers.
- Take reasonable care of your own health and safety, and that of others who may be affected by your actions or inactions.
- Always work safely, following health and safety procedures and instructions, and operate in accordance with NZTR's health and safety policies.
- Comply with all directions from your manager regarding health and safety matters and attend any required training.
- Promptly report any hazards, incidents, injuries, or equipment defects to ensure a safe working environment is maintained.





# SKILLS AND EXPERIENCE

## Person Specification

### Success in this role will require the following:

- Racing industry background (advantageous)
- Proven experience within a similar capacity.
- Tertiary qualification or relevant business experience.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office, with the ability to prepare high-quality reports and documents.

### Other Attributes:

- Projects a professional and positive image of the executive team and the organisation. Intermediate or higher proficiency in Microsoft Suite.
- Able to exercise judgement in problem solving.
- Continually look for ways to improve service delivery and business processes.
- Promotes a knowledge-sharing and innovative culture within NZTR.
- Promote change within the team/organisation, encouraging innovative ideas to enhance service offering and improve efficiency.
- Outward looking – keen to see what others are doing and bring the best into NZTR.
- Proficient at conveying information and ideas clearly and accurately.
- Has strong interpersonal skills and is able to establish and maintain effective and high value working relationships.
- Able to establish and maintain credibility through effective relationships.
- Remains calm under pressure and demonstrates resilience.
- Technologically savvy and quick to adopt relevant tools.
- Organised, deadline-driven, and committed to delivering quality outcomes.

# THE RECRUITMENT PROCESS

- 1. Search**

This process will take place by using a variety of media platforms including industry channels and networks. During this period our Head of People & Culture may contact you to discuss initial screening questions.

- 2. Recommendations for shortlist and shortlist interviews**

After the screening process, our Head of People & Culture will make a recommendation (with a summary report for each candidate) to the Hiring Manager.

Candidates selected from shortlisting will be contacted and invited to participate in the first round of interviews with the hiring manager and a possible second NZTR representative.

There may be more than one interview/discussion and other key stakeholders may be involved as required.

- 3. Due diligence and decision**

Reference checking, police records and other online searches will take place for the leading candidate. Once all checks have been made, the interview panel will discuss and agree an appropriate offer to make to the selected candidate, offer letter prepared and agreement drafted for advice and review.

Unsuccessful candidates will be notified.

- 4. Contact Information**

For more information on this role, please contact our Acting Head of People & Culture on [Sam.Fursdon@nztr.co.nz](mailto:Sam.Fursdon@nztr.co.nz)





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PUREI HŌIHO NĀTI O AOTEAROA