

POSITION DESCRIPTION

AgriZero^{NZ}



Position Title	Executive Assistant and Events Manager
Group / Department:	Strategy & Engagement
Reports to:	Head of Strategy & Engagement
Date	March 26
Location:	Flexible, (Auckland or Wellington preferred)

ORGANISATION OVERVIEW

About Us:

AgriZeroNZ is a world-first public-private joint venture, focused on helping farmers reduce emissions while maintaining profitability and productivity.

Established in February 2023 as part of the Centre for Climate Action on Agricultural Emissions, the JV is half owned by Government, through the Ministry for Primary Industries (MPI), and the other half owned by primary sector companies - The a2 Milk Company, ANZ Bank New Zealand, ANZCO Foods, ASB Bank, Bank of New Zealand (BNZ), Fonterra, Rabobank, Ravensdown, Silver Fern Farms, and Synlait.

The JV is the General Partner for AgriZeroNZ Limited Partnership which was established as the investment entity for the Limited Partners who were the founding shareholders of the JV.

Our ambition is to ensure all farmers in Aotearoa have equitable access to affordable, effective solutions to reduce biogenic methane and nitrous oxide emissions, with a goal of supporting a 30% reduction by 2030 and enabling development and adoption of solutions to drive towards 'near zero' by 2040.

Through this we will enhance the value and competitiveness of the agriculture industry in NZ on the global stage, while recognising the importance of intergenerational stewardship, kaitiakitanga, of the land.

Through targeted investments and actions, AgriZeroNZ is deploying venture capital, unblocking constraints and clarifying the regulatory pathway to get emissions reduction tools into the hands of New Zealand farmers sooner.

POSITION OVERVIEW

The Executive Assistant and Events Manager, reporting to the Head of Strategy & Engagement, will be responsible for providing administrative support to our executive team, including the CFO, Head of Ventures, and Head of Catalyst. They will also assist the rest of the team as required.

This is a full-time position, at 1 FTE.

The ideal candidate must be highly organised, have excellent communication skills and be able to multitask effectively. They will be responsible for managing calendars, arranging travel for the team and appointed groups, preparing reports, assistance with presentations, planning workshops, organising events and engagement activities, and handling confidential information.

The Executive Assistant will be a key point of contact for internal stakeholders as well as key external stakeholders, hence strong relationship skills are a must.

<p>Position Purpose and Objectives</p>	<ul style="list-style-type: none"> • Manage calendars, schedule appointments and coordinate meetings for SLT. • Arrange travel, including flights, hotels and transportation and detailed itinerary preparation, including for Farmer Focus Group and Decision-Making Committee of Early Adoption Accelerator • Support delivery of Early Adoption Accelerator (EAA) demo and launch events, including on-farm field days, to showcase proven mitigation tools and support early farmer uptake. • Coordinate events with farmers, technology providers, industry and MPI, ensuring alignment with EAA objectives. • Maintain accurate records for Decision-Making Committee including decisions and conditions of project approval, conflict of interest registers. • Maintain basic EAA contract register (approved amounts, milestone payment schedule) • Prepare reports, presentations and other documents. • Manage correspondence as required. • Handle confidential information with discretion and professionalism. • Constantly seek opportunities to add value to the team and to introduce process improvements. • Prepare and process expenses and invoices. • Assist with special projects, workshops and events. • Act as a key point of contact for internal and external stakeholders and appointed groups. • Manage file structuring for the company. • Manage IT equipment for all team members. 	
<p>Key Relationships:</p>	<p>Internal:</p> <ul style="list-style-type: none"> ▪ CFO ▪ Head of Strategy & Engagement function ▪ Adoption Programme Manager ▪ Senior Investment Advisor (Adoption) ▪ Head of Ventures ▪ Head of Catalyst 	<p>External: PUBLIC</p> <ul style="list-style-type: none"> ▪ Consultants e.g. business advisors ▪ Government agencies inc MPI, NZAVCM ▪ NZAGRC ▪ Regulators (domestic, global) ▪ Research agencies ▪ Other funds & relevant global coalitions (domestic and international) e.g. Breakthrough energy <p>External: PRIVATE and APPOINTED GROUPS</p> <ul style="list-style-type: none"> ▪ Farmer Focus Group

	<ul style="list-style-type: none"> ▪ Executive Assistant to CEO ▪ Company Secretary and Finance Operations Lead ▪ Communications and Engagement team 	<ul style="list-style-type: none"> ▪ Decision Making Committee for Early Adoption Accelerator ▪ Project participants for Early Adoption Accelerator projects ▪ Shareholders (Communications, Leadership group and other relevant stakeholders, e.g. sustainability and science teams)
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QUALIFICATIONS, EXPERIENCES & SKILLS

Qualifications

- Relevant undergraduate degree

Knowledge & Experience

- Advanced PC skills
- Highly proficient with technology (preferably including use of AI to streamline workflows e.g. CoPilot)
- Experience as an assistant to senior management
- Experience coordinating and managing events

Skills

- Excellent verbal and written communication skills
- Self-motivated team player with a results driven, can-do attitude
- Takes ownership and makes things happen with a calm, solution-based approach
- Strong organisational and prioritisation skills that reflect the ability to perform multiple tasks seamlessly
- Ability to build cohesive relationships with people at all levels both internally and externally
- Flexible, reliable, and discreet.

NON-LIMITATION CLAUSE

This job description is not intended to be a complete or limiting description of the functions that the employee may reasonably be requested to undertake both within and outside of the normal hours of work. Any changes or other responsibilities to be performed by you as determined by the Senior Leadership Team will be discussed with you from time to time.