



Executive Assistant to Director of Nursing

Jan has worked for Hutt Valley DHB since September 1998 in various roles including administrative and secretarial, and in various areas including mental health, allied health scientific & technical and nursing. Jan was the sole administrative support person for the 2016 Hutt Valley DHB Organisational Change Management Team – a role she worked in for almost a year. At the conclusion of this large successful project, Jan chose to move back into the nursing portfolio as Executive Assistant (EA) to the Director of Nursing.

The purpose of her EA role is the provision of proactive, executive level secretarial and administrative assistance and support to the Director of Nursing. Jan loves her job and the opportunities for growth it has provided her with. She has been supporting executive leaders for many years and has a very good understanding of the challenges faced, particularly in the health sector. She believes her most valuable assets lie within her “soft” or interpersonal skills.

Jan is married to Bryan and they have one daughter (Brooke) who will be 21 this year. Bryan has 2 older girls from a previous marriage and has 5 grand-children so life is busy. She lives 5 minutes away from the hospital in Boulcott.