

POSITION DESCRIPTION					
Position	Kaipāneke				
Reporting to:	Kaihautū Whakahaumanu Mana Tāne				
Hours of work:	Up to 40 hours per week				
Staff responsibility:	Nil				
Job purpose	<p>The purpose of this position is to provide dedicated professional administration support to the Kaihautū Whakahaumanu Mana Tāne.</p> <p>This position also has monitoring and support responsibilities for the service.</p>				
Accepted by:	<table border="1"> <tr> <td>Employee Signature:</td> <td>Date:</td> </tr> <tr> <td><<NAME>></td> <td></td> </tr> </table>	Employee Signature:	Date:	<<NAME>>	
Employee Signature:	Date:				
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Background

Te Oranganui is an Iwi governed Health and Social Service Organisation. Established in 1993, Te Oranganui has eight service lines and covers the iwi boundaries of Ngāti Apa/Ngā Wairiki, Te Ātihaunui a Pāpārangī and Ngā Rauru Kītahi. The eight services are;

Te Waipuna Health:	Primary Health & Medical
Te Taihāhā:	Disability Support Service
Waiora Hinengaro:	Mental Health and Addictions
Toiora Whānau:	Whānau and Community
Te Puawai Whānau:	Family Start & Tamariki Ora Services
Waiora Whānau:	Healthy Families
Whakahaumanu Mana Tāne:	Clinical Services Corrections
Te Taituarā:	Business Unit

Vision Korowaitia te puna waiora, hei oranga motuhake mō te iwi

Mission statement To empower whānau into their future

Values

<i>Tika</i>	Excellence in how we do things
<i>Whānau</i>	At the centre of everything we do
<i>Pono</i>	Act with honesty and integrity
<i>Mahitahi</i>	Committed to working together for the betterment of our Whānau, Hapū, Iwi and communities

KRA 1: Administration

- 1.1 Meeting coordination – Set up for meetings, prepare agenda, attend and complete minutes of service hui and other meetings and take follow-up actions as requested.
- 1.2 Maintain internal service registers i.e. Professional Development, Referral intake, Action Registers etc;
- 1.3 Receive and draft responses to and initiate correspondence and other documents as directed by the Manager;
- 1.4 Screen phone calls, messages and or unscheduled visits to management as required
- 1.5 Administrate and where applicable, coordinate event/activity planning and implementation
- 1.6 Contribute to the organisations Kaumatua luncheon activities where applicable
- 1.7 Complete accurate and timely service timesheets for management approval; providing up to date accounts of staff leave
- 1.8 Participate in the quality improvement processes of the service and organisation including maintaining service manuals, forms, procedures etc under the direction of the Manager
- 1.9 Maintain adequate levels of supplies and stationery for the service.
- 1.10 Coordinate the service fleet rostering system and auditing of vehicle fleet
- 1.11 Coordinate all repairs and maintenance required for the service buildings, facilities, vehicles, assets and resources;
- 1.12 Ensure that all electronic and physical databases within the service are maintained with accurate information in a timely manner, including regular archival of information.
- 1.13 Complete other general administration duties as requested.
- 1.14 Support Manager in report compilations, project development, contact procurement and contract administration.

KRA 2: Knowledge & Relationships

Tasks:

- 2.1 Perform all duties with a strong best practice focus for kaimahi and service manager as well as to networks, stakeholders and colleagues within Te Oranganui.
- 2.2 Work constructively with all colleagues maintaining positive relationships within Te Oranganui
- 2.3 Maintain positive relationships within the service and organisation
- 2.4 Ensure all communication is respectful and maintains the mana of all colleagues as per the kaupapa of Whānau Ora and Te Oranganui.
- 2.5 Participate in forums as directed by Manager

General provisions

- Actively participate in Te Oranganui kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions, organisational events etc;
- Uphold the principles of Whānau Ora – working across teams and functions; acknowledging the unique skills and abilities all kaimahi bring
- Ensure you maintain an accurate and up to date understanding of Te Oranganui policies and that you uphold these at all times;
- Ensure the health & safety of yourself as well as others in your working environment, upholding organisational health and safety policies and procedures at all times;
- Proactively promote Te Oranganui in a positive light in all activities
- Actively participate in ongoing professional development
- Maintain strict confidentiality at all times

The above statements are intended to describe the general nature and level of work being performed by the job holder. This job description is not intended to be an exhaustive list of all responsibilities, duties, or skills required of the job holder. It is a living document and may change as the organisational needs change. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed.

Initials: _____

PERSON SPECIFICATION

Experience & Qualifications

- At least two years working in a similar role
- Minimum typing speed of 60+ words per minute with high accuracy
- Extensive Experience with Microsoft Office Suite
- Relevant qualification in office systems
- Experience with database management

Skills and Attributes

- Non-Smoker – or full commitment to remain smoke-free during the hours of work;
- Zero tolerance toward family violence;
- Demonstrate organisational skills
- Ability to multi task
- Excellent time management, work priority skills
- Ability to communicate effectively at all levels
- Strong writing and editing skills
- Ability to work as part of a team
- Ability to self manage
- Ability to maintain strict confidentiality

Other requirements of this position:

- Current clean, NZ full driver's license
- Must be able to pass Te Oranganui's background check process

Physical Attributes – Administration positions

- Occasional lifting up to 10 kg.
- Must be able to work in an office environment.
- Manual dexterity needed for keyboarding and other repetitive tasks.
- Sitting for extended periods of time
- Hearing and speech sufficient to communicate with others enabling direct and telephone communication
- Visual ability sufficient to read accurately, write/record in a legible manner and perform normal duties of this position.