

POSITION DESCRIPTION

POSITION TITLE:	Administrator	
REPORTS TO:	Business Manager	
APPROVED:	_____	_____
	Manager	Date
ACCEPTED:	_____	_____
	Employee	Date

ROLE SUMMARY

PURPOSE OF THE POSITION	To support the successful performance of Te Atawhai o Te Ao by providing professional administrative support and services
PRINCIPAL ACCOUNTABILITY	In conjunction with the Business Manager: <ul style="list-style-type: none"> • Provide administration support in order to meet the Te Atawhai o Te Ao strategic and annual planning obligations. • Provide administration support to Director

Key Result Areas	Key Tasks
Research Programme Administration	<ul style="list-style-type: none"> • Support the Business Manager and Senior Researchers with the administration of the Research Programmes • Support the successful delivery of research by providing research administration and coordination services as required by Researchers • Filing, archiving and document management • Upload, maintain and manage Te Atawhai o Te Ao website and website communications
Director Administration	<ul style="list-style-type: none"> • Provide administration and liaison support to the Director as required • Assist Director with management of diary and appointments • Assist Director with filing and systems management
Accounts Support	<ul style="list-style-type: none"> • Support the Business Manager • Undertake financial administration tasks & Data Entry • Invoicing & Payments • Data Entry

	<ul style="list-style-type: none"> • Assisting with Payroll functions • GST, PAYE
Office Support	<ul style="list-style-type: none"> • Telephone and Reception • Order and Maintain office supplies including stationery and kitchen supplies • Provide secretarial support for Board and other meetings as required. Including meeting organisation, minute taking and follow up as required • Develop and maintain effective communication networks and relationships with key internal and external stakeholders • Filing, archiving and document management • Maintain clean, tidy and welcoming workplace • Ensure manaakitanga (hospitality) to visitors and guests are upheld on a daily basis. This includes greeting guests, ensuring cup of tea supplies are sufficient and arrange catering if necessary.
Event Organisation	<ul style="list-style-type: none"> • Coordinate events including Room and Venue bookings, catering, and other administrative aspects. • Promote and communicate the availability of workshops, community training and events hosted or sponsored by Te Atawhai o Te Ao
Personal Development	<ul style="list-style-type: none"> • Ensure that skills, knowledge and cultural development are maintained and advanced. • Participates in the organisation's performance development process. • Clear target for personal development
General	<ul style="list-style-type: none"> • Carry out other duties as negotiated with the Business Manager of Te Atawhai o Te Ao.
Health and Safety in Employment	<ul style="list-style-type: none"> • Comply with all safe work procedures, policies and instructions. • Report all incidents hazards and injuries to supervisors in a timely manner. • Actively participate in the ongoing development of safe workplace practices.

FUNCTIONAL RELATIONSHIPS

Key Contacts (internal):

- Director, Te Atawhai o Te Ao
- Business Manager
- Researchers
- Project Team
- All other Te Atawhai o Te Ao employees

Key Contacts (external):

- Suppliers
- Service People

IDEAL PERSON PROFILE

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Prior Administration experience
- Valid driver's license
- Clear evidence of commitment to Tikanga and Te Reo
- Knowledge of and commitment to the Treaty of Waitangi
- Ability to work alongside a range of professionals
- Ability to communicate well with Maori whanau, Maori organisations and Maori communities, both formally and informally.
- Computer Literate
- Experience with Microsoft Office and Xero Accounting Software

PHYSICAL ATTRIBUTES

Under the Human Rights Act 1993 discrimination based on disability is unlawful. Te Atawhai o Te Ao will make all reasonable efforts to provide a safe and healthy work place for all, including persons with disability.

Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfill these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by contacting the Business Manager of Te Atawhai o Te Ao.

- Hearing and speech sufficient to communicate with clients and co-workers enabling direct and telephone communication and hear emergency alarm.
- Manual dexterity sufficient to file and retrieve records, operate computer, and use clerical items such as a pen and scissors.
- Ability to stand, walk, sit, stretch, twist, bend, climb, frequently lift/move weights up 15 kilograms and infrequently lift/move weights over 15 kilograms.
- Ability to move about the Te Atawhai o Te Ao Offices to undertake the necessary duties of the role.
- Ability to undertake repetitive activity throughout the day, including filing and retrieval of records at low and high levels, as well as some computer data entry.
- Visual to read accurately, write/record, use computer, enabling accurate performance of essential job duties.

BEHAVIOURAL COMPETENCIES

Te Atawhai o Te Ao has a Competency Framework that describes the behavioural competency levels required for each role within the organisation. One = high level of competency required to perform this role five = low level of competency required.

Competency	Description	Level Required
Communication	Communication conveys an understanding of the context of the situation/ circumstances. Presents information clearly and succinctly in a language and style appropriate to the audience.	Two
Strategic Thinking	Thinks of a wide range of possibilities for future developments. Takes a long-term view and tries to anticipate potential factors/issues that may impact in the role.	Three
Time Management	Is able to set goals and realistic timeframes to meet those goals. Understands the significance of their time management skills from an organisational perspective.	Two
Customer Responsiveness	Anticipates current and future customer needs by seeking information about the underlying needs of the client, beyond those initially expressed. Regularly introduces work practices designed to improve service quality.	One
Leadership	Sets a good example by providing a clear sense of purpose. Actively seeks to improve others skills and talents through coaching, training opportunities and feedback. Uses strategies to promote team morale, quality service etc, e.g., team projects, multi-skilling.	Three
Conflict Resolution	Discusses conflict openly and honestly with affected parties. Acknowledges alternative viewpoints. Weighs up importance of resolution from a long-term strategic perspective rather than on a short-term operational basis.	One
Cultural Awareness	Incorporates the Principles of Te Tiriti O Waitangi into practice. Has a competent level of pronunciation of Te Reo Māori and has an awareness of Kaupapa/Tikanga Māori.	One