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# Job Description

# Kaiwhakarite: Administrator

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| **Service:**  | **Māori Development Service** |
| **Reports to:**  | **Team Leader Front of House** |
| **Location:**  | **Te Whare Hīnātore** |
| **Direct reports:**  | Nil |
| **Key Relationships** | **Internal**: Finance, Tenancy Managers, Hub and Haeata External MSD, Dept of Corrections, DHBs  |

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| **Background – Ko wai mātou** |

The Auckland City Mission was founded by the Anglican Church in Tāmaki Makaurau just over 100 years ago. Since its inception it has sought change and transformation among, and on behalf of, those in desperate need. Through integrated service delivery and effective advocacy, the Mission has adapted to changing needs within the Auckland community, whilst consistently maintaining and building a strong reputation as a reliable and non-partisan voice on behalf those in most need.

Over 10 years ago the Mission began a journey of transformation of both its services and its building, culminating in the creation of HomeGround which opened in February of 2022.

The transformation of the Mission has not only been located to its building and services but critically, and much more broadly, in its understanding and application of Te Tiriti of Waitangi, across all aspects and functions of the Mission.

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|  **POSITION PURPOSE - Te Kaupapa o Te Tūranga**  |

The purpose of this role is to provide administrative support to Te Whare Hīnātore and provide impeccable Mission support through email and administration phone. This position is central to the smooth administrative operations of all Te Whare Hīnātore activities.

# KEY RESPONSIBILITIES

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| **Key Result Area**  | **Key Accountabilities**  |
| **General administration support** | * Provide efficient and timely administrative support to Te Whare Hīnātore
* Collate information and prepare reports for Te Whare Hīnātore to meet all reporting requirements and deadlines.
* Ensure policies and operating procedures are current and well communicated to staff.
* Proactively review systems and processes for efficiencies and improvements.
* Manage recording of data entry for Recordbase
* Manage data entry
* Take meeting minutes and manage incident management processes and data for Te Whare Hīnātore
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| **Training Co-ordination** | * Organise staff training and professional development activities as directed and in consultation with P&C and your manager.
* Follow up to ensure all Te Whare Hīnātore staff are up to date with training.
* Collate training data to support performance review process.
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| **Special Projects** | * Support and manage adhoc projects as directed by your manager.
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| **Be part of the Mission team**  | * Comply with all legislative and regulatory requirements and report any breaches as soon as they become known.
* Adhere to all Mission operating procedures, policies, guidelines and standards of integrity and conduct.
* Guide and support services to be culturally appropriate.
* Ensure that any racism, inequities and culturally inappropriate behaviour at the Mission are addressed.
* Contribute to building a strong collaborative leadership team that ensures decision making is timely and rigorous, performance is well managed, and the organisation is well lead.
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| **Qualifications and experience – Ngā Whēako – Ngā Tohu Mātauranga** |

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|  | **Essential** | **Desirable** |
| **Qualifications****Skills, Knowledge and Experience** | Tertiary level qualification (or equivalent experience) in a relevant field such as business administration. Understanding of te reo me ōna tikanga Māori.Strong sense of self and culture. | Highly developed inter-personal and communication (written and oral) skills. Ability to successfully manage competing demands and priorities and remain outcomes focussed.  |