



Job Title: Administrator Tuakana, Teira / Kaiāwhina Tuakana Teina Programme (0.8 FTE)
Department: Te Ara Mahi
Reports to: Manager, Te Ara Mahi (indirectly to Programme Co-ordinator, Tuakana Teina Programme)

Organisational expectations:

Te Puna Ora o Mātaatua expects all employees to maintain acceptable standards of conduct at all times having regard to the reputation of the organisation and the welfare of the clients and whānau we serve.

Te Poutokomanawa o Te Puna Ora is a framework that underpins everything we do at Te Puna Ora o Mātaatua, and staff are required to have a strong commitment to the principles outlined in the framework.

Employees will carry out their duties in a professional manner while observing all codes, legal requirements and policies and procedures of Te Puna Ora o Mātaatua.

Flexibility in hours may be required to ensure deadlines are met.

Key Responsibilities:

- Administrator support for Te Ara Mahi day to day, specific admin support for assisting project management for Kaiāwhina and Tuakana Teina deliverables.
- Support and coordinate various wānanga, workshops and scheduling of all follow up appointments between the clients and facilitators.
- Set up systems and processes for programme management and reporting.
- Assist and coordinate the development of wānanga on site and within the community.
- Order and monitor supplies for projects.
- Draft project plans for events with quotes and costings attached.
- Administration of MedTech, Ara Whānui and other systems as required.
- Process purchase orders for approval.
- Schedule meetings and coordinating of hui.
- Assist with preparing presentations for workshops and wānanga including distribution and promotion of programme and organisation material.
- Provide data and information for monthly dashboards and regular reports when required.
- Set up systems and processes for programme management and reporting
- From time to time, you may be required to provide administration cover across the organisation.
- Participate in organisational response to community events, including severe weather events.
- Entering all data into Ara Whānui in accordance with agreed timeframes and standards, and contract outcomes.
- Providing data for internal and external reporting as required.
- Carry out additional ad-hoc tasks within reason as requested by the Manager.

Competencies, abilities and attributes:

- Advanced level of literacy in office systems, including the Microsoft Office suite of products.
- Strong time management skills.
- Experience with working with client management systems.
- Confidentiality and professionalism.

- Ability to prioritise, work under pressure and ensure deadlines are met.
- Improve whānau goal setting and problem solving skills.
- Ability to understand, empathise, and assist individuals and whanau to achieve wellbeing.
- Ability to engage, develop and maintain relationships with employees and relevant stakeholders, whanau, hapu and hāpori of Te Puna Ora o Mātaatua.
- Knowledge of and competence in Te Reo me ōna tikanga Māori.