

Job Title: Team Lead / Kaiarataki Toitu Oranga Toitu Rongoa (1.0 FTE)
Department: Toitu Oranga Toitu Rongoa
Reports to: Manager, Toitu Oranga Toitu Rongoa

Kawatau o te Pakahi | Organisational expectations:

Te Puna Ora o Mātaatua always expects all employees to maintain acceptable standards of conduct having regard to the reputation of the Organisation and the welfare of the Clients 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, policies, legal requirements and procedures of Te Puna Ora o Mātaatua.

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

Āheitanga Matua | Key Responsibilities:

- Responsible for developing all regular reporting both internal dashboards and external quarterly reports that includes the contractual requirements and key KPI's for this service ready for managers review and approval.
- Promoting the Toitu Oranga Toitu Rongoa pathway to relevant portals and forums within the region
- Attending and participating in multi-agency hui relevant to delegated caseload, and organisational growth activities.
- Ensuring clear pathways and project plans for clients of Toitu Oranga Toitu Rongoa.
- Creating appropriate programmes and activities to ensure exposure for Toitu Oranga Toitu Rongoa is maximised across the region.
- Facilitating the referral and registration of all new clients into Toitu Oranga Toitu Rongoa.
- Overseeing the daily operations of the Toitu Oranga Toitu Rongoa core programmes including but not limited to:
 - Workforce Kaiārahi
 - Mana Tangata – Cultural Empowerment
 - Health and Wellbeing
 - Placement brokers
 - All administrative tasks
 - Kaiawhina, MTTF, Tuakana Teina
- Supporting Toitu Oranga Toitu Rongoa staff in their various roles and programmes.
- Ensuring a robust implementation plan is in place that provides wrap around resources to support clients through the Toitu Oranga Toitu Rongoa program.
- Promoting the Toitu Oranga Toitu Rongoa programme through various portals and forums to attract referrals, and ensure the programme is successful and well known.
- Providing the Manager, Tu Maia Rangatahi/ Toitu Oranga Toitu Rongoa and organisational leadership with relevant information, data, and intelligence as required.
- Support the Manager, Tu Maia Rangatahi/ Toitu Oranga Toitu Rongoa in meeting obligations to other contracts under TAM korowai.
- Ensuring all referrals and registrations have a whānau plan with designated goals of which will be supported and facilitated by the Te Ara Mahi programme.
- Ordering and processing designated resources for the Toitu Oranga Toitu Rongoa operations as determined by Te Puna Ora o Mātaatua management and leadership.

- Maintaining professional development and keeping abreast of issues facing rangatahi Māori.
- Mapping out all project plans for one off events and also ensuring the full year planning, tutors programmes are mapped out for manager approval.
- Ensuring that there is regular reporting from all staff within Te Ara Mahi.
- 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.
- Participating in organisational response to community events, including severe weather events.
- Carrying out additional ad-hoc tasks within reason as requested by the Manager.

Ngā āhuatanga | Competencies, abilities, and attributes:

- Strong time management and report writing skills.
- Minimum of 2-3 years' experience in a similar role.
- Attention to detail, confidentiality, and professionalism.
- Self-motivated and ability to prioritise work.
- Ability to work under pressure and ensure deadlines are met.
- Advanced level of literacy in office systems, including the Microsoft Office suite of products.
- Relevant qualification and/or industry experience in programme leadership, rangatahi success, and whānau wellbeing would be beneficial.
- Strong team leadership.
- Ability to identify and empathise with vulnerable rangatahi and their whānau.
- Ability to engage, develop and maintain relationships with employees and relevant stakeholders, whānau, hapu and hāpori of Te Puna Ora o Mātaatua.
- Commitment to the Vision and Values of Te Puna Ora o Mātaatua.
- Knowledge of and competence in Te Reo me ōna Tikanga Māori.