

	POSITION TITLE	Kaiwhakarite (Administrator)		
	DIRECTORATE	Māori Health	DEPARTMENT	Kauika Pūmau
	REPORTING TO (operationally)	Kauika Pūmau Team Leader	REPORTING TO (professionally)	N/A
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role covers the Kauika Pūmau team within Te Wahanga Hauora Māori, at the Hawke's Bay District Health Board (HBDHB).			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> ▪ To provide administrative assistance to the Kauika Pūmau Team Leader ▪ To provide administration support to the Kauika Pūmau team ▪ To provide administration support to the Māori Health Service as required 			
KEY DELIVERABLES	<p>Administration Provide comprehensive and professional administrative assistance to the Kauika Pūmau Team Leader and Kauika Pūmau team:</p> <ul style="list-style-type: none"> • Provide a welcoming, responsive and professional interface with all people who communicate with the Service, ensuring that they feel their needs are met • Contribute to the professional image of the organisation by handling telephone calls and enquiries in a prompt, accurate and culturally courteous manner at all times • FMIS including purchasing and invoicing as required. • Prepare meeting documentation for the Kauika Pūmau Team Leader as required e.g. agendas, reports and/or papers • Provide general word processing and typing to a high professional standard (word, excel, PowerPoint etc) • Minutes of hui are recorded accurately and available in a timely fashion • Arrange and organise functions, meetings, presentations, conferences and workshops; including booking of visual aids, venues, catering and all associated documentation for the Service • Coordinate travel and accommodation requirements for departmental staff for on or off-site meetings, as required • Develop systems and processes to ensure a functioning team • All matters are treated with the utmost confidentiality in keeping with HBDHB privacy policies • All administration responsibilities are completed by agreed timeframes and are accurate • Systems are established and maintained to ensure the smooth running of the service • File and archive documents both electronically and hard copy • Provide support and where required assistance across the wider administrative team in Te Wahanga Hauora Māori <p>Relationship Management</p> <ul style="list-style-type: none"> • Work collaboratively with all staff to support the Directorate • Enhance the delivery of service by ensuring there is professional interface both internally within HBDHB and externally with key stakeholders 			
HEALTH & SAFETY RESPONSIBILITIES	<p>HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, ensure the following are adhered to:</p> <ul style="list-style-type: none"> ▪ Not to do anything that puts your own Health and Safety at risk ▪ Not to do anything that puts others Health and Safety at risk ▪ To follow all health and safety policies and procedures ▪ To follow all reasonable health and safety instructions <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>			
KEY WORKING RELATIONSHIPS	<p>INTERNAL</p> <ul style="list-style-type: none"> ▪ Kauika Pūmau Team Leader ▪ Māori Health Service Administrators ▪ Health Improvement & Equity Directorate ▪ Executive Director Māori Health ▪ Māori Health Service Leadership Team ▪ Other HBDHB business units 		<p>EXTERNAL</p> <ul style="list-style-type: none"> ▪ Other Kaupapa Māori services and teams ▪ Māori health providers ▪ Community/Government agencies ▪ Other District Health Boards ▪ Ngāti Kahungunu Iwi Inc. 	

DELEGATION AND DECISION	None
HOURS OF WORK	40 hours per fortnight
EMPLOYMENT AGREEMENT & SALARY	In accordance with the LNI DHB / PSA Administration Multi Employer Collective Agreement (MECA) Band 3, according to qualifications and experience.
DATE	September 2021
EXPENDITURE & BUDGET ACCOUNTABILITY	N/A
SCOPE & COMPLEXITY	<p>Ability to:</p> <ul style="list-style-type: none"> ▪ Perform multiple tasks ▪ Provide administration support to the Kauika Pūmau Team ▪ Support the Kauika Pūmau team to achieve Key Performance Indicators (KPI) ▪ Work alongside a wide variety of stakeholders, maintaining positive and effective relationships

ESSENTIAL CRITERIA

Qualifications

- Relevant certificate or diploma
- At least three years' experience in an administration or secretarial position, or similar role

Experience

- Strong communication skills – verbal and written
- Self-motivated and directed, innovative, flexible and able to work autonomously or as part of a team
- Able to build effective and positive relationships
- Excellent organisational skills and the ability to prioritise workflow
- Problem solving and decision-making skills
- Ability to maintain confidentiality
- Professional in manner and appearance

Business / Technical Skills

- Excellent computer skills utilising Microsoft applications
- Excellent keyboard skills including speed and accuracy
- Sound editing skills, formatting, proof reading and copy-editing
- Proficient at taking minutes and note-taking

Key Attributes

- Committed to Māori health improvement
- Self-motivated
- High level of initiative
- Flexible and adaptable
- Effective communication skills
- Ability to maintain confidentiality
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Effectively Engaging with Māori

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is welcoming and accessible to Māori consumers and their whānau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience

Physical Requirements

Drivers Licence

Vaccination Requirements

As per the current Employee Immunisation Policy

DESIRABLE CRITERIA

Qualifications

- Relevant certificate or diploma

Business / Technical Skills

- Competency in te reo Māori me ngā tikanga
- Assess systems and recommend improvements



Our Vision and Values

Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



HE KAUANUANU RESPECT

Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

ĀKINA IMPROVEMENT

Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

RARANGA TE TIRA PARTNERSHIP

Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

TAUWHIRO CARE

Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.