

POSITION DESCRIPTION

Position	Te Taurima (Personal Assistant)	
Team	Te Kei o Te Oranganui (Office of the CEO)	
Reporting to:	Mātaiwhetū (CEO)	
Staff responsibility:	Nil - Collegial support to administration and managerial staff across the organisation	
Job purpose	<p>Te Kei o Te Oranganui is the Office of the CEO. Te Taurima (Personal Assistant) is responsible for all activities connected to and supportive of Te Mātaiwhetū.</p> <p>They provide high-level administrative support and manage internal/external engagement for the Mātaiwhetū.</p> <p>They ensure the integrity of the Mātaiwhetū and Te Oranganui at all times.</p> <p>They are also responsible for the administration of a number of internal and external committees.</p>	
Accepted by:	Employee Signature:	Date:
NAME		

Background

Te Oranganui is an Iwi governed Health and Social Service Organisation. Established in 1993, Te Oranganui has seven service lines and covers the iwi boundaries of Ngāti Apa/Ngā Wairiki, Te Ātihaunui a Pāpārangi and Ngā Rauru Kītahi. The seven services are;

Te Waipuna:	Primary Health & Medical
Te Taihāhā:	Disability Support Service
Waiora Hinengaro:	Vocations, Mental Health and Addictions
Toiora Whānau:	Whānau and Community
Waiora Whānau:	Healthy Families
Whakahaumanu Mana Tāne:	Clinical Services Corrections
Te Taituarā:	Business Unit

Vision

Korowaitia te puna waiora, hei oranga motuhake mō te iwi

Mission statement

To empower whānau into their future

Values

<i>Tika</i>	Excellence in how we do things
<i>Whānau</i>	At the centre of everything we do
<i>Pono</i>	Act with honesty and integrity
<i>Mahitahi</i>	Committed to working together for the betterment of our Whānau, Hapū, Iwi and communities

Key Result Area 1. Personal Assistance

- 1.1. Assist the Mātaiwhetū with prioritising, planning and monitoring of workload.
- 1.2. Provide exceptional administrative support to the Mātaiwhetū including travel, diary management, document control, general office organisation and meeting coordination;
- 1.3. Initiate first draft correspondence responses on behalf of the Mātaiwhetū where appropriate
- 1.4. Provide all relevant information and documentation available to the Mātaiwhetū prior to all meetings;
- 1.5. Highlight priority pieces of work required for completion by the Mātaiwhetū;
- 1.6. Provide HR & Finance support to Te Mātaiwhetū relating to the coordination of staff leave requests and the collation of credit card receipts for Te Taituarā;
- 1.7. Assist the Mātaiwhetū with contract submissions, document formatting and assisting with technical troubleshooting as and when required;
- 1.8. Extract and complete tasks from meetings on behalf of the Mātaiwhetū as required;
- 1.9. Populate the Mātaiwhetū reports for the Board of Trustees and other forums as required;
- 1.10. Manaaki Manuhiri-ensure all visitors to Te Kei o Te Oranganui are made welcome and treated with respect.

Key Performance Indicators

- Duties completed within agreed timeframes to accurately meet requirements
- Seeks to continually improve the quality and efficiency of services provided
- Ensure the best use is made of technology to provide efficient and effective administrative services

Key Result Area 2. Secretariat

- 2.1. Meeting minutes for the Mātaiwhetū as and when required by providing a clear and accurate record of proceedings;
- 2.2. Maintain an accurate and tidy filing system for the Mātaiwhetū and all forums;
- 2.3. Coordinate and minute-take for the following meetings: Board of Trustees, Senior Management Team, Hauora-ā-Iwi, Māori Health Outcomes Advisory Group and any other forums as directed by the Mātaiwhetū;
- 2.4. Provide secretarial and administrative support to the Chairperson of all forums as required;
- 2.5. Plan, prepare and coordinate all logistics for the forum meetings as required;
- 2.6. Support the development of reports and forum documents (agenda items) including data compilation;
- 2.7. Ensure minutes of all meetings are signed by the chair for audit purposes;
- 2.8. Prepare reports prior to meetings for all forums that are inclusive of all the documents to be discussed ensuring soft copies are provided to members well in advance and hard copies are sent in accordance with the meeting schedules;
- 2.9. Maintain confidentiality and composure at all times when in meetings, ensuring any contribution provided is discreet and via the chairperson only.
- 2.10. Manaaki tangata: ensure that food, travel and reimbursements are provided for all meeting members (where required)

Key Performance Indicators

- Work in an effective and efficient manner ensuring all forums are adequately supported and tasks completed within the agreed timeframe
- Discretion and confidentiality is maintained at all times
- Ensuring that work occurs in a timely, precise, effective and efficient manner

Initials: _____

General Provisions

- Actively participate in Te Oranganui kaupapa activities including attending powhiri, karakia, whakawhanaungatanga, waiata sessions etc.
- Uphold the principles of Whanau Ora – working across teams and functions; acknowledging the unique skills and abilities all kaimahi bring.
- Ensure you maintain an accurate and up to date understanding of Te Oranganui policies and that you uphold these at all times.
- Ensure the health & safety of yourself as well as others in your working environment, upholding organisational health and safety policies and procedures at all times.
- Proactively promote Te Oranganui in a positive light in all activities.
- Actively participate in ongoing professional development.
- Maintain a high level of confidentiality at all times.
- Undertake any other additional tasks/activities as directed by the Mātaiwhetū.

The above statements are intended to describe the general nature and level of work being performed by the job holder. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the job holder. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed

PERSON SPECIFICATION

Experience & Qualifications

- Tertiary level qualification (Level 4 or higher) in Business Administration or a commitment to attain one within two years
- Proven experience in a busy Personal Assistant or administration role with accountability for a wide variety of complex administration and/or secretariat tasks
- At least 3+ years' experience in a similar role

Essential Skills

- Excellent administration and support skills and experience
- Minimum typing speed of 50+ words per minute with high accuracy
- Demonstrated organisational and planning ability for the successful completion of work
- Excellent Microsoft Office skills including Outlook, Word, Excel, Adobe and PowerPoint
- Strong information gathering and analytical skill
- Excellent minute taking skills
- Accuracy and attention to detail
- Ability to maintain a high level of confidentiality

Personal Attributes

- Proactive, co-operative, and strive to achieve the best outcome for your team
- Must be very well organised, enthusiastic and eager to assist where necessary
- Commitment to whānau, hapū and iwi
- Ability to converse and understand Te Reo Māori me ōna tikanga

Relationship Management

- Establish and sustain positive working relationships with people at all levels within the health and wellbeing public, private and voluntary sectors.
- Have the ability to establish and utilise already established professional networks as part of the Te Taurima role

Initials: _____