

POSITION DESCRIPTION

Position:	Kaipāneke Taioro Tangata (People & Performance Administrator)	
Team:	Te Taituarā (Business Unit)	
Reporting to:	Kaihautū Taituarā (Business Manager)	
Staff Responsibility:	Nil - Collegial support to other Taituarā kaimahi	
Job Purpose:	<p>Te Taioro Tangata is part of Te Taituarā (Business Unit) and aims to encourage an organisational culture where people are healthy, happy and feel valued. This team contributes to the organisation's strategic mission through:</p> <ul style="list-style-type: none"> Obtaining the right people Ensuring kaimahi are happy and feel well supported to meet their potential Maintaining effective performance and people development <p>The key responsibility of this position is to ensure provision of high-quality performance and development processes for Te Oranganui. This role is also responsible for Health, Safety and Wellbeing with wellbeing extended to include whānau and organisational culture.</p>	
Accepted by: <<NAME>>	Employee Signature:	Date:

Background

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

Waipuna	Primary Health & Medical
Taihāhā	Disability Support
Waiora Hinengaro	Mental Health and Addictions
Toiora Whānau	Whānau & Community
Puawai Whānau	Tamariki & Whānau
Waiora Whānau	Health & Wellbeing
Whakahaumanu Mana Tāne	Clinical Services Corrections
Taituarā	Business Unit

Vision

Korowaitia te puna waiora, hei oranga motuhake mō te iwi

Mission Statement

To empower whānau into their future

Values

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

Initials: _____

Key Result Area 1. Professional Development

- 1.1. Support the organisation wide kaimahi training including kaimahi induction and orientation;
- 1.2. Ensure that the organisation has effective induction and orientation processes and that all staff undertake these;
- 1.3. Support management to develop service workforce development plans and individual development plans for their kaimahi that enhance their potential;
- 1.4. Identify and promote appropriate training opportunities and scholarships to enable all Te Oranganui kaimahi to develop and broaden their skills and knowledge;
- 1.5. Distribute, collect and report the formal evaluations of all kaimahi attending training courses and programmes;
- 1.6. Develop and maintain a comprehensive annual training programme and calendar for all kaimahi;
- 1.7. Maintain training records accurately both electronically and manually;
- 1.8. Ensure relevance and appropriateness of the Professional Development Agreement and any related policies and procedures;
- 1.9. Organise training programmes for the organisation as guided by the organisational training calendar and/or management.

Key Performance Indicators

- 4x organisation training days per year
- All kaimahi complete induction and orientation programme
- Management notified of any significant training and development gaps within their service
- Kaimahi Training records accurate and up to date

Key Result Area 2. Health, Safety & Wellbeing

- 2.1. Support management to ensure that the organisation has effective structure, culture, policies and programmes that ensure legal compliance and enhance the health, safety, and wellbeing and support of kaimahi;
- 2.2. Maintain any accreditation programme the organisation from time to time chooses to participate in;
- 2.3. Coordinate and minute the organisation's Health, Safety & Wellbeing committee;
- 2.4. Ensure that all hazard and risk reviews are undertaken in a timely manner and that such registers are kept up to date and accurate;
- 2.5. Develop a Health, Safety & Wellbeing work plan for all regular activities that achieves organisational objectives, maintains legal compliance and health and safety accreditation (if relevant) and ensure this plan is implemented, maintained and reported on;
- 2.6. Represent Te Taituarā on the Health, Safety & Wellbeing Committee (unless another interested person within Te Taituarā wishes to hold this position);
- 2.7. Act as Fire Warden for the main Te Oranganui site located at 57 Campbell Street;
- 2.8. Complete Health and Safety administration as required by management.

Key Performance Indicators

- Maintain a Bronze (or equivalent) rating or above for any accreditation programme undertaken
- Maintain a record of committee minutes and other relevant documentation
- Support delivery of health and safety training to organisation training days
- Maintain accurate and up to date hazard registers

Key Result Area 3. Wellbeing & Whanaungatanga

- 3.1. Support the development and implementation of a range of kaimahi wellbeing initiatives including whanaungatanga opportunities quarterly;
- 3.2. Keep abreast with kaimahi morale and support management to achieve and maintain a healthy organisational culture;
- 3.3. Support development of staff satisfaction surveys and analyse results reporting on these accordingly

Key Performance Indicators

- 4x organisation training days per year
- 1x staff satisfaction survey per year

Key Result Area 4. Administration Support

- 4.1. Act as “back up” to Kaipāneke Taoro Tangata – Payroll; to ensure in the case of absence, staff are still paid correctly and on time.
- 4.2. Provide daily reception cover to Kaipāneke Taituarā and acting as back up when necessary in the case of absence.
- 4.3. Maintain HR filing system completing filing particularly for employee records ensuring these are up to date and secure
- 4.4. Support administrative activities of the service as directed by the Kaihautū Taituarā

Key Performance Indicators

- Positive feedback on support provision from kaimahi and Managers

Key Result Area 5. Knowledge & Relationships

- 5.1. To stay abreast of developments and work constructively with colleagues to build a strong customer service focus to kaimahi that will enhance the service provided to whanau;
- 5.2. Continuously build your knowledge base on the developments of human resource best practice working to understand the other key result areas expected of Taoro Tangata;
- 5.3. Work across Te Taituarā when required to ensure that internal kaimahi experience a seamless & positive Te Taituarā experience;

Key Performance Indicators

- Ongoing development evidenced by growing skill base
- Positive feedback on support provision from kaimahi and Managers

General Provisions

- Actively participate in Te Oranganui kaupapa activities including attending hui, 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.
- Provide reception cover as and when necessary including (but not limited to) rest and meal breaks or to cover planned and unplanned leave.
- 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.

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 6 or higher) in Human Resources or Business Administration or commitment to attain one within two years
- Knowledge of human resources information systems
- At least 2+ years' experience in a similar role
- Completed NZQA Unit Standard 29315 – Health & Safety Representative

Essential skills

- Strong computing skills including the Microsoft Office suite
- Accuracy and attention to detail
- Organisation skills
- Manage multiple priorities
- Sound judgement and analysis
- Ability to work under pressure

Personal Attributes

- Commitment to whānau, hapū and Iwi
- A friendly “Can Do” attitude
- Ability to converse and understand Te Reo Māori me ōna tikanga
- Ability and willingness to work positively as a member of a team

Physical Attributes – Administration positions

- Occasional lifting up to 10 kg
- Must be able to work in an office environment
- Manual dexterity needed for keyboarding and other repetitive tasks
- Sitting for extended periods of time
- Hearing and speech sufficient to communicate with others enabling direct and telephone communication
- Visual ability sufficient to read accurately, write/record in a legible manner and perform normal duties of this position

Other Requirements of this Position:

- Current clean, NZ full driver's license
- Must be able to pass Te Oranganui's background check process