

POSITION DESCRIPTION

Position	Kaitūruki – Project Support Fixed term for 6 months - possibility of extension	
Team	Toiora Whānau (Whānau and Community)	
Reporting to:	Kaihautū Toiora Whānau (Whānau and Community Service Manager)	
Staff responsibility:	Collegial support to Service Manager	
Job purpose	To provide project coordination and support to the Service Manager across multiple projects/initiatives and where applicable lead out implementation of these.	
Accepted by:	Employee Signature:	Date:
NAME		

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;

Te Waipuna Health:	Primary Health & Medical
Te Taihāhā:	Disability Support Service
Waiora Hinengaro:	Vocations, Mental Health and Addictions
Toiora Whānau:	Whānau and Community
Te Puawai Whānau:	Family Start & Tamariki Ora Services
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

Initials: _____

Key Result Area 1. Housing Coordination Project

- Engage with whānau (potential recipients) of the Māori Housing Network Fund
- Develop and strengthen relationships with key partners; i.e. Builders, plumbers, electricians
- Provide draft plan for each housing project including budget
- Duties completed within agreed timeframes to accurately meet requirements
- Seeks to continually improve the quality and efficiency of service provided
- Ensure the best use is made of technology to provide efficient and effective administrative services
- Monitor overall project budget and provide regular updates to Service Manager
- Complete project reporting to Service Manager as per Toiora Whānau and Te Puni Kokiri requirements

Key Result Area 2. Other Projects and Initiatives

- Administration of projects and initiatives so that deliverables are met within agreement specifications and/or organisation requirements;
- Coordinate hui and wānanga including venues and resources
- Assist in development of new or changing initiative delivery planning
- Collect, collate and develop reports on outcomes, evaluations and reporting obligations for projects and initiatives
- Provide support with events including providing filming and photography as and when require

Key Performance Indicators

- All projects delivered so not to jeopardise funding or reputation
- Be seen as part of the project and initiative teams
- Reports are submitted on time

Key Result Area 3. Knowledge & Relationships

- To stay abreast of developments and build a strong customer service focus to kaimahi that will enhance the service provided to whānau;
- Continuously build your knowledge base on the developments of administration and project work;
- Work constructively with colleagues and perform all duties with a strong customer service focus to kaimahi, Kaitātaki and whānau of Kāinga Whānau Ora;

Key Performance Indicators

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

General Provisions

- Actively participate in Te Oranganui kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions etc.
- Uphold the principles of Whānau 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.

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

- Extensive experience in a similar role

Essential skills

- Demonstrated ability to work under pressure with minimal supervision to strict deadlines and competing priorities
- Proficiency in Te Reo Māori and embodying tikanga Māori in all aspects of work
- Is reliable, friendly, approachable and resilient
- Report writing skills
- Demonstrated organisational and planning ability for the successful completion of work
- Demonstrated problem solving and analytical skills in order to understand, interpret and administer the needs of the organisation
- Strong computing skills including the Microsoft Office suite, client management systems, canva
- Accuracy and attention to detail
- Negotiation skills

Personal Attributes

- Proactive, co-operative, and strive to achieve the best outcome for your team
- Enthusiastic and eager to assist where necessary
- Commitment to whānau, hapū and Iwi

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