

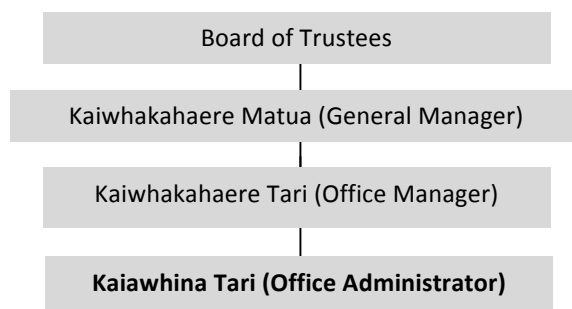
Maungaharuru-Tangitū Trust

Position Description



POSITION TITLE	Kaiawhina Tari (Office Assistant)
LOCATION	Ahuriri
DATE	October 2019
REPORTS TO	Kaiwhakahaere Tari (Office Manager)
PURPOSE OF POSITION	The key purpose of this full-time position is to provide administration functions as required for the Maungaharuru-Tangitū Trust (MTT or Trust). This includes, preparing accounts and financial reports, secretarial duties for various boards. Additional responsibilities are to provide ongoing support to coordinate programmes and events.
OVERVIEW OF ORGANISATION	<p>Maungaharuru-Tangitū Trust represents hapū of the northern Hawke's Bay region including Ngāi Tahu, Ngāi Tahu, Ngāi Te Ruruku ki Tangoio, Ngāti Whakaari, Ngāti Kurumōkihi and Ngāti Marangatūhetau (Hapū).</p> <p>The Trust's purpose is to receive, hold, manage and administer the assets of the trust for any object or purpose that is beneficial to the Members of the Hapū.</p> <p>Our vision is Puāwaitanga o te Puawānanga; a statement which represents a future where the Hapū are living their dreams.</p> <p>Our core purpose is Kia Tipu te Mauri Ora; we exist to facilitate the growth of inner strength. We are proud of living our values; Pūmau te Wairua (Spiritually Strong), Whai Hua (Progressive), Tuakiri Motuhake (Strong Identity), Oranga Ngākau (Wellbeing), Whanaungatanga (Family) and Te Piri Ngātahi (Unity).</p>

REPORTING STRUCTURE



DIRECT REPORTS

Nil

RELATIONSHIPS

Internal	External
<ul style="list-style-type: none">• GM• Board Trustees• Kaumātua• Iwi / Hapū / whānau• MTT staff• Whakapapa Committee	<ul style="list-style-type: none">• Government and local government bodies• Commercial companies• Specialist groups• Other iwi and claimants• Community groups• Funding bodies• Advisors

AUTHORITIES

Nil

KEY ACCOUNTABILITY	PERFORMANCE GOALS
<p>Office Administration</p> <ul style="list-style-type: none"> • Ensure the office runs smoothly. • Receiving and responding to enquiries via phone and email. • Receiving and actioning correspondence. • Providing timely administrative support to the team and others. • Welcoming and assisting visitors that call in to the office. • Purchasing office supplies. • Maintaining inventory of all office assets, including furniture, stationery and miscellaneous items. • Maintaining office contents insurance. • Meeting requirements under any leases of office, furniture and other assets. • Maintaining the office assets. • Attending to the cleaning and maintenance of the office environment. 	<ul style="list-style-type: none"> • Office is organised – filing systems are organised and managed with high proficiency. • Team is well supported in their work. • Inventory of assets and reporting of office requirements is updated and managed with high proficiency. • Office environment is professional and welcoming. • Scanning & photocopying is completed on time and provided to the appropriate personnel in a clear and professional manner.
<p>Archiving / Filing</p> <ul style="list-style-type: none"> • Filing of electronic and hard copies of MTT materials. • Developing coherent systems of filing across all users. • Ensuring filing procedures are followed. • Original documents including Deeds, Contracts, Agreements and other important/sensitive documents are securely and safely stored. • Support the Office Manager to implement the Archiving / Filing Plan. 	<ul style="list-style-type: none"> • Information is safely stored and retrieved when needed. • Accuracy and timeliness of information. • Office Manager is supported to complete the Archiving / Filing Plan as per agreed standards.
<p>Board & Komiti Secretarial duties</p> <ul style="list-style-type: none"> • Work with Chair/GM to prepare Board packs, distribute (digital & hardcopy) as per agreed standards • Attend all Board and Komiti hui, Hui ā-Hapū and Hui ā-Tau as requested; • Take minutes following current templates & processes (Draft Unconfirmed Minutes, first round of feedback, Confirmed Minutes etc). • Minutes are clear and correct, with all important and relevant information (i.e. resolutions). Grammar, spelling, formatting & styles are professional. • Ensure storing of minutes is accurate, in the right location & filed without duplication, to help clarity of archiving. • Work with Office Manager to improve the efficiency & effectiveness of Board/Komiti hui adopting a continuous improvement approach. • Set up venue (IT, chairs, resources, catering, air conditioning) for all Board/Komiti hui. • Assist in the process to have Board packs digitised and Trustees working from digital platforms. 	<ul style="list-style-type: none"> • Board/Komiti papers are prepared professionally and received by the Board/Komiti on time. • Minutes are prepared professionally and provided to the Board/Komiti to an agreed standard. • Confirmed board packs & minutes filed accurately. • Venue to be prepared for hui at all times. • Board of Trustees working with digitised material.
<p>Organising Hui and Pānui</p> <ul style="list-style-type: none"> • Ensure all hui are arranged and organised in a timely manner and participants are provided information in a timely manner. • Arranging and co-coordinating hui for MTT Group board, companies and komiti, Hui ā-hapū, Hui ā-Tau, 	<ul style="list-style-type: none"> • Hui run smoothly with a good turnout. • Everyone is where they should be at the right time, with the right materials. • Pānui are distributed efficiently to members.

KEY ACCOUNTABILITY	PERFORMANCE GOALS
<p>including advertising, bookings for venue, catering, travel, accommodation and preparing of materials.</p> <ul style="list-style-type: none"> Organising other hui, such as specialist advisor/researcher hui, other hui requiring the GM or Project specialist attendance, including arranging travel, kai, accommodation, facilities, documents and distribution of information. Before hui begins, ensure venue is set up appropriately, including seating, attendance/apology register table, slide show equipment, and any other resources required. Help the Office Manager with the distribution of pānui and encouraging whānau to attend hui a-Hapū and hui ā-Tau. 	<ul style="list-style-type: none"> Good level of attendance at hui.
<p>Prepare Accounts and Reports</p> <ul style="list-style-type: none"> Ensure payment processes are being followed. Dealing with receipt and payment of invoices, including: <ul style="list-style-type: none"> checking the invoice is correct, preparing payment voucher (PV), getting PV approved; processing the payment using the ASB Fastnet system; updating the accounting system (to be done daily). Maintaining and updating the HR Register, including Accident Reports; Assist with reconciling bank statements and budgets; Assist with preparing monthly financial statements, tax returns and other matters relating to MTT's finances; Liaise with the Accounting Services provider; Assist with the preparation for audit of MTT's/MT Group accounts. 	<ul style="list-style-type: none"> Clear and precise accounting records. Invoices paid by due date. Careful monitoring of expenditure to budget. Information requested is provided in a timely manner. MTT and MT Group receive unqualified reports from the Auditor.
<p>Policies & Procedures</p> <ul style="list-style-type: none"> Assist with the reviewing of all necessary policies and procedures (as appropriate). Assist with the monitoring of the implementation and effectiveness of such policies and procedures. 	<ul style="list-style-type: none"> Policies and procedures are current, known, implemented and followed by those who are affected by them.
<p>Health and Safety (H&S)/Wellness</p> <ul style="list-style-type: none"> Personal responsibility and awareness for the maintenance of a safe and healthy work environment for self. Understand the importance of Hazard management and work with a proactive mind-set, understanding the importance of avoiding hazards. Comply with and support all H&S policies, guidelines and initiatives. Ensure all hazards are identified, incidents (injuries and near misses) are reported as per policies. Comply with all legislative and regulatory requirements and report any breaches as soon as they become known. Work with a Wellness mind-set, where we are always conscious of the entire person health. Appreciate and work with a clear understanding of Te Whare Tapa Whā. Te taha whānau (family health), Te 	<ul style="list-style-type: none"> All workplace accidents and incidents are reported, hazards are identified, and mitigants/remedies are undertaken. Active participation in H&S discussions and necessary training. H&S awareness through the implementation of safe practices. A team culture, supported by processes and practice, that views H&S as a critical element of business as usual. Demonstrates consistent consideration of embracing all elements of Te Whare Tapa Whā.

KEY ACCOUNTABILITY	PERFORMANCE GOALS
taha wairua (spiritual health), Te taha tinana (physical health) and Te taha hinengaro (mental health).	
<p>Provide Support</p> <ul style="list-style-type: none"> • Ensure support is provided within an agreed timeframe as requested by the Kaiwhakahaere Tari, General Manager, Project Managers, Trustees. 	<ul style="list-style-type: none"> • Team receives the support they need in a timely manner.

PERSON SPECIFICATION

TECHNICAL

- High standard of administrative skills, including typing skills, eye for detail, filing & cross-referencing for clarity.
- High standard of secretarial skills, including but not limited to minute taking, listening & board pack compilation.
- An ability to meet the needs of colleagues within the office, to help the administrative needs of mahi & projects.
- Continuous Improvement Orientation - the ability to critically examine systems, processes and information in order to identify better ways of doing things, and most critically, to incorporate these improvements into day-to-day.
- Organisational awareness and an ability to identify and use structures and procedures within the organisation.

CULTURAL

- Networks within the whānau and Hapū and knowledge of tikanga, kawa, Tangoio Marae and the Maungaharuru-Tangitū Group.
- Ability to kōrero Te Reo Māori, understand and apply tikanga to work and experience incorporating Māori frameworks and methodologies into work practices.
- Is able to demonstrate cultural behavioural competencies and encourages others to do the same.
- Has a strong interest in Maungaharuru-Tangitū, Tangoio Marae and Māori development and an ability to develop solutions to meet those needs.

RELATIONSHIP MANAGEMENT

- Is able to interact effectively at all levels of Māoridom, as well as comfortably within mainstream networks and with key stakeholders.
- Has an ability to influence others, but the ability to 'take them with you'.
- Customer service orientation.
- Is politically savvy in managing sensitive information and relationships.

COMMUNICATION

- Has excellent written and oral communication skills, with an ability to relate to a wide range of people.
- Excellent facilitation skills with the ability to construct and present clear messages to diverse audiences.

OTHER ATTRIBUTES

- Has a high level of accountability and self-responsibility.
- Proactive work ethic, taking the initiative to support and finding pragmatic solutions.
- Has an appreciation of Tangoio Marae, the Maungaharuru-Tangitū Group and the Hapū and their takiwā.
- Is a team player.
- Is reliable, self-motivated and self-directed, comfortable working with incomplete information and in a dynamic environment.
- Is flexible and willing to commit to the delivery of results.
- Has a sense of humour.
- Is able to work well under pressure.
- A sound degree of emotional intelligence.
- An ability to model the values and behaviors of Maungaharuru-Tangitū Trust.
- Can follow process and is task and result focused.

QUALIFICATIONS AND EXPERIENCE

- Competent computer user and sufficient level of understanding and skill in Microsoft office software and online meeting software (i.e. Zoom & Skype etc.).
- A competent level of Te Reo Māori and Tikanga is ideal, however not essential.
- A clean driver's licence.

JOB REQUIREMENTS

- This role will require frequent evening and weekend work, that is based on flexi-time.
- Commitment to being in Napier office as required.
- Willingness and aptitude to contribution to the team development and ongoing implementation of strategic goals.
- Ability to travel as required for the job.

JOB DESCRIPTION CREATED / AMENDED

Date: October 2019

SIGNATURES

On behalf of Maungaharuru-Tangitū Trust: _____ Date: _____
Signature

Employee: _____ Date: _____
Signature