

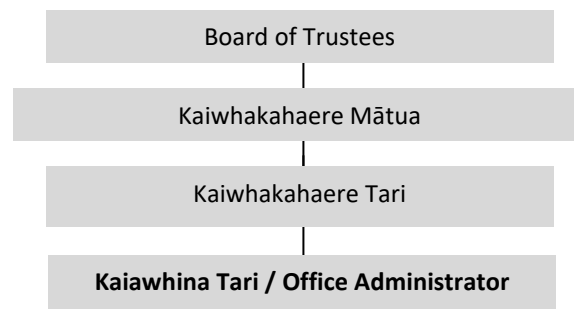
Maungaharuru-Tangitū Trust

Position Description



POSITION TITLE	Kaiwhakahaere Tari / Office Manager
LOCATION	Ahuriri
DATE	November 2021
REPORTS TO	Kaiwhakahaere Mātua / General Manager
PURPOSE OF POSITION	The key purpose of this full time position is to provide management and support for the administration functions as required for the Maungaharuru-Tangitū Trust Group.
OVERVIEW OF ORGANISATION	<p>The Trust represents a collective of hapū of the northern Hawke’s Bay region including Ngāi Tauira, Ngāi Tahu, Ngāti Whakaari, Ngāi Te Ruruku, Ngāti Kurumōkihi and Ngāti Marangatūhetaua (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 future where the Hapū are living their dreams.</p> <p>Our core purpose is “Kia Tipu te Mauri Ora”; we exist to facilitate the holistic growth of our people, culture, economy and environment.</p> <p>The guiding principles of the Trust are:</p> <ul style="list-style-type: none">• kia rangatira te tū - disciplined people• kia rangatira te whakaaro – disciplined thought• kia rangatira te mahi – disciplined action. <p>These principles enable the Trust to do things in a way that ensures efficiency and effectiveness of our effort.</p>

REPORTING STRUCTURE



DIRECT REPORTS

Kaiwhina Tari / Office Administrator

RELATIONSHIPS

Internal

- GM
- Board Trustees
- Board Directors
- Kaumātua
- Iwi / Hapū
- Executive Management Team
- MTT staff

External

- 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 Management</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 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.
<p>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. 	<ul style="list-style-type: none"> • Information is safely stored and retrieved when needed. • Accuracy and timeliness of information.
<p>Organising Hui</p> <p>Ensure all hui are arranged and organised in a timely manner and participants are provided information in a timely manner:</p> <ul style="list-style-type: none"> • Arranging and co-coordinating Trustees hui, hui-a-hapū, AGM, including advertising, bookings for venue, catering, travel, accommodation and preparing of materials; • Organising other hui, such as specialist advisor/researcher hui, other hui requiring the General Manager’s or Project Manager’s attendance, including arranging travel, kai, accommodation, facilities, documents and distribution of information. 	<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.
<p>Databases are maintained</p> <p>Ensure the databases are functioning to full capacity.</p> <ul style="list-style-type: none"> • Help the registration officer to maintain and develop the membership database; • Develop and manage other databases of resources; • Assist with the digitisation of MTI, MTT and MTL materials including Waitangi Tribunal evidence, Environment Court and High Court evidence, specialist reports and advice, maps, photographs and other information; • Collect and order materials and liaise with archivist or other specialists; and • Assist Project Managers to develop and maintain communications database, including images, videos, pānui and photos; • Assist the General Manager to develop a whakapapa database. 	<ul style="list-style-type: none"> • Information is safely stored. • The databases provide the information needed, when required. • Collation, digitisation and archiving of materials is completed by December 2023. • Whakapapa database established by December 2023.
<p>Prepare Accounts and Financial Reports</p> <p>Ensure payment processes are being followed.</p>	<ul style="list-style-type: none"> • Clear and precise accounting records.

KEY ACCOUNTABILITY	PERFORMANCE GOALS
<ul style="list-style-type: none"> • 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; • Maintaining and updating the payroll system, including processing of pays, annual, sick and other leave entitlements; • Reconciling bank statements and budgets; • Preparing monthly financial statements, Office Manager report, tax returns and other matters relating to MTT's finances; • Liaise with the Accounting Services provider; • Assist with the preparation for audit of MTT Group EOY financial accounts; • Liaise with the Accounting Services provider; • Instruct an Auditor to audit MT Group. 	<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"> • Ensure all necessary policies and procedures are reviewed regularly (as appropriate) or developed to ensure the professional operation of MTT and the MT Group in accordance with recognised best practices for such type of entities; • Monitor the implementation and effectiveness of such policies and procedures. 	<ul style="list-style-type: none"> • All necessary policies and procedures are established or updated as appropriate and reviewed by the Audit & Risk Komiti (ARK). • Policies and procedures are current, known, implemented and followed by those who are affected by them.
<p>Health and Safety</p> <ul style="list-style-type: none"> • Responsible for the maintenance of a safe and healthy work environment for self and others; • Complies with all H&S policies and procedures; • Contribute to office wellbeing framework. 	<ul style="list-style-type: none"> • All work place accidents and incidents are reported, and remedies are undertaken. • Participation in H&S training. • Promote wellbeing as an office H&S commitment.
<p>Provide Support</p> <p>Ensure support is provided within an agreed timeframe as requested by the General Manager, Project Managers, Trustees, Contractors including:</p> <ul style="list-style-type: none"> - Preparing reports and budgets; - Drafting correspondence; - Preparing or requesting proposals and tenders; and; - Attending to other requests; <ul style="list-style-type: none"> • Assist General Manager in daily tasks as required. 	<ul style="list-style-type: none"> • Team receives the support they need in a timely manner.
<p>Relationship Management</p> <p>Ensure key stakeholder relationships are developed, enhanced and maintained.</p> <ul style="list-style-type: none"> • Develop and maintain a wide range of professional networks which can maximise the benefit to the Trust; • Contribute to communications management through strategic and industry forums and working parties. 	<ul style="list-style-type: none"> • Key stakeholders are maintained and developed to enhance outcomes for MTT. • MTT is involved and aware of future developments within the sectors in order to make strategic decisions. • New relationship beneficial to MTT are established.

PERSON SPECIFICATION

TECHNICAL

- Administrative capability in working with Xero, Microsoft, internal and internet software.
- Is able to translate Māori language, knowledge and information into the administrative framework.
- Has a developing knowledge of the MTT Settlement Deed and its implementation.
- Experience in interpretation and application of the MTT Policies and Plans.
- Has understanding in local political social issues.

CULTURAL

- Has a track record of successfully managing programme and initiatives in an iwi, or Māori context.
- Strong networks within Maungaharuru-Tangitū and knowledge of tikanga, kawa, marae and institutions.
- Ability to korero 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 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'.

COMMUNICATION

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

OTHER ATTRIBUTES

- Has a high level of initiative, accountability, self responsibility and highly organised.
- Has an appreciation of the Maungaharuru-Tangitū rohe, marae and Hapū.
- 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.

QUALIFICATIONS AND EXPERIENCE

- Administrative qualifications and experience.
- Relevant administrative skills.
- Competent computer user and sufficient level of understanding and skill in office systems.
- A competent level of Te Reo Māori and Tikanga.
- A clean driver's licence.

JOB REQUIREMENTS

- Commitment to being in Napier office as required.
- Flexibility around working hours and location.
- 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: November 2021

SIGNATURES

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

Employee: _____ Date: _____
Signature