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| **Position:** | **Kaiwhakahaere Rawa – Property Administrator** |
| **Te Puni:** | Te Puni Tautoko Whakahaere - Organisational Support |
| **Reports to:** | Tumu Whakahaere Rawa Tari Matua – Property Manager, Head Office |
| **Location:** | Tari Matua, Te Whanganui a Tara - National Office, Wellington |
| **Date:** | May 2019 |

**ORGANISATIONAL STATEMENT**

The Te Puni Kōkiri approach to development and wellbeing is reflected through Te Ohu Whanake – sowing the seeds of development. It is an approach that seeks to:

* Create a solid platform of community-based relationship and engagement with whānau, hapu and iwi;
* Improve outcomes by focusing on Māori aspirations, and on opportunities and innovative ways to accelerate development;
* Position government to be an enabler and a partner, empowering Māori choices; and
* To create equity and equitable outcomes in an environment in which Māori can succeed, both here and abroad.

***Whānau Taurikura - Thriving Whānau****is our vision****.***

Whānau development and whānau-centred approaches sit at the centre of our policies, activities and initiatives.

For further information about Te Puni Kōkiri please visit our website: [www.tpk.govt.nz](http://www.tpk.govt.nz/)

**O TĀTOU WHAIPAINGA – OUR VALUES**

**Te Wero** – *We pursue excellence*.

We strive for excellence and we get results. We act with courage when required, take calculated risks and are results focused.

**Manaakitanga** - *We value people and relationships*.

We act with integrity and treat others with respect. We are caring, humble and tolerant. We are co-operative and inclusive.

**He Toa Takitini** – *We work collectively.*

We lead by example, work as a team and maximise collective strengths to achieve our goals.

**Ture Tangata** – *We are creative and innovative.*

We test ideas and generate new knowledge. We learn from others and confidently apply new knowledge to get results.

**ORGNISATIONAL SUPPORT TE PUNI Statement**

The Organisational Support Te Puni supports Te Puni Kōkiri by providing the processes, systems and advice that enables the organisation to operate effectively, including:

* Information Services
* Technology services
* Finance
* Legal services
* Human Resources & Capability
* Ministerials & Business Support
* Asset Management
* Communications

**Arumoni -** Finance

The Finance Group has five key functions:

To provide timely and accurate financial information to meet the external financial reporting requirements of Te Puni Kōkiri

To provide Te Puni Kōkiri with leadership in the area of financial and facilities management, so as to contribute to on-going improvements in organisational performance

To provide business groups with specialist financial knowledge and expertise to ensure financial strategies and policies are successfully implemented across Te Puni Kōkiri.

To provide an efficient financial and facilities management administration service, including an accounts payable service, purchasing, maintenance and other administrative services.

To provide an oversight of procurement and contracting processes including running tenders, negotiation of terms and contract preparation and assisting Te Puni Kōkiri to meet its state sector obligations.

Job Description Updated & Certified: Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PURPOSE**

This role is responsible for providing administrative services to support the effective day to day operation within Te Puni Kōkiri property, procurement and finance services. The Administrator will have the ability to develop and maintain effective working relationships to achieve property, procurement and finance deliverables, and ensure they are incorporated into the Te Puni Kōkiri management system complying with Te Puni Kōkiri policies and requirements.

**DIMENSIONS**

**Range of Influence**

Across National Office and Regional Offices

**Leadership**

N/A

**Financial**

Level 5 Delegation

**SPECIFIC ACCOUNTABILITIES & DELIVERABLES**

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| Work collaboratively | * Work collaboratively with Managers and staff to provide an integrated and seamless service * Establish and maintain close working relationships with support roles in other Te Puni to ensure a coordinated approach to business services in Te Puni Kōkiri |
| Deliver business administration services | * Provide proactive and highly efficient administration services to the Property, Procurement and Finance teams * Advise the Property Managers on areas of risk or concern in the delivery of the property, procurement, and finance services * Support the Property Managers with specific activities as needed   **Property Services:**   * Coordinate all maintenance issues within Head Office * Process all staff workflows for the Property Team, including issuing security cards and maintaining the security card access system * Purchase of goods * Administer branded collateral, clothing and display equipment * Administer the utility room and conference suite on Level 1 at Head Office * Update health & safety resources for the Ministry on a regular basis * Assist with the administration of the Ministry’s fleet vehicles including fuel cards, speeding & parking fines, driver checks, GPS database, reporting and insurance claims   **Procurement:**   * Scan and file contracts and tender documentation * Tender administration as required * Data entry * Other tasks as agreed with the Procurement Manager and Property Manager Head Office   **Finance:**   * Provide back up support to the Accounts Team as needed, by scanning and processing invoices and other tasks as required |
| Knowledge and improvement of systems and processes | * Understand and keep updated with Te Puni Kōkiri systems and processes * Promote the use of administrative systems and processes and coach staff in their use where appropriate. * Maintain the relevant management systems on behalf of the Property Team and ensure the administration outputs are stored and coded in accordance with Te Puni Kōkiri financial standards and policies. |

**KNOWLEDGE, SKILLS AND EXPERIENCE**

* Demonstrated administrative support experience.
* High level of proficiency with Microsoft packages especially outlook, word, excel, and power point.
* Well-developed communication skills, both oral and written.
* Demonstrated self-motivation, the ability to set objectives and establish priorities, organise work and resources to ensure priorities and objectives are met on time.
* Experience in working with financial systems with strong attention to detail.
* Demonstrated ability to work in and as a member of a team and on their own.
* Demonstrated capability to understand the needs and requirements of a core government department.
* Understanding the machinery of government.
* A demonstrated commitment to the provision of quality services.
* Honesty, integrity and an understanding of the significance of confidentiality.
* Presents self in a professional light.

**COMPETENCIES**

Our competency framework incorporates core abilities that are relevant across the organisation and technical abilities specific for each role. Our competencies are represented by the Poutama, symbolising the journey of growth and development that a person takes to realise their own potential, by developing in steps and building on the knowledge and skills that they already have. The following indicators represent the knowledge and actions required for the role.

***ROLE SPECIFIC COMPETENCIES***

**Business Support**

* Understand your manager’s requirements and undertake them, checking where necessary to make sure your actions are right.
* Are responsive to the request of your manager and carry them out in a timely and accurate manner
* Understand who your manager’s key contacts are and the roles they have.
* Is polite
* Monitor electronic and physical mail and information going to your manager(s), ensuring they are aware of actions and urgencies and where necessary checking for accuracy, grammar and spelling.
* Have a comprehensive understanding of internal administrative procedures and policies including those relating to finance, human resources, travel, ministerials and IT.
* Understand the specific administrative processes of your Te Puni.
* Understand administrative processes of government.
* Analyse and resolving administrative and procedural problems
* Are able to create and maintain comprehensive physical and electronic filing systems.
* Take accurate minutes and file-notes for future reference
* Have a comprehensive understanding of administrative software packages (including the Microsoft Office suite and Livelink) and apply them to increase work efficiency
* Know the relevant document formats required.

**Planning/Project Management**

**Understand role and expectations of team members**

* You need to have a basic awareness of the Ministry’s project management methodology.
* You need to understand your role and that of other team members on projects.

**Actively engage as a member of project teams**

You need to engage and collaborate in teams working on policy projects with close supervision and in a clearly defined role and with clear outputs. These project teams may work across directorate or division boundaries.

You need to seek and act on instructions and directions from senior colleagues, project managers and managers. You will be expected to:

* Assist with project planning and reporting
* Develop project plans for small-scale tasks or projects
* Undertake simple project management tasks (like organising meeting times and venues) by yourself.

**Manage own time to deliver on expectations**

At entry level, you are only expected to manage your own time and work, not that of others.

In managing your own time and workload, you should:

* Plan ahead so you deliver on expectations and assigned tasks
* Seek clarification when expectations, deliverables, or timelines are not clear to you
* Identify well in advance if you will have difficulty meeting expectations because of competing priorities, and work with the manager or lead analyst to develop strategies to manage the work

**Understand financial responsibility**

All employees at the Ministry are expected to have a responsible attitude to expenditure of taxpayer funds, avoid waste, and be mindful of the Ministry’s financial position.

This includes:-

* Understanding and complying with the Ministry’s finance policies.
* You may be asked to research costs and assist with budgeting calculations for projects you are contributing to.

***CORE COMPETENCIES***

Core competencies are relevant to all roles in Te Puni Kōkiri but may be required at different levels of ability and complexity. The following is required for this role:

**Māori Perspective**

* Have some understanding of Māori values and knowledge including its origins
* Have basic Te Reo Māori including some vocabulary and structure
* Have an understanding of tikanga and are confident in situations where observed
* Apply a Māori paradigm to your work
* Work alongside Māori groups and take the time to earn their respect
* Understand the basic principles of the Treaty of Waitangi from both Māori and Crown perspectives

**Leadership**

* Develop a professional approach to your work
* Share knowledge and information
* Show commitment to team goals
* Work collaboratively with other members of the organisation
* Work within any change requirements

**Relationship Management**

* Understand principles of Māori interrelationships and acknowledge when dealing with people
* Actively participate and enjoy building the capability of the team
* Promote a friendly, cooperative climate in groups and teams
* Identify stakeholder needs and follow up to address them
* Build and maintain the formal and informal networks and relationships that are important to the achievement of work objectives
* Show an interest in people’s issues and activities that go beyond the immediate work
* Engage others before making decisions
* Come face to face with conflict rather than trying to avoid it

**Communicating Effectively**

* Use basic Te Reo Māori in your work and know when it is appropriate to use
* Communicate kanohi ki te kanohi where possible
* Prepare and present clear and concise, written and verbal information to individuals or groups
* Set out arguments logically to persuade others
* Consider different communication methods and mediums to convey the desired message
* Deliver difficult messages tactfully
* Listen and ensure understanding of other people’s viewpoints
* Convey relevant information to interested parties
* Contribute important information to team discussions

**Results Orientation**

* Understand business plans and advise on medium to long term improvement
* Plan work and significant projects identifying timeframes and priorities; organise and allocate resource; monitor work streams and report on progress
* Analyse complex situations by: breaking into constituent parts; recognise and assess likely causal factors; interpret the information available; look for connections, and devise effective solutions
* Use contemporary and traditional Māori knowledge to achieve results
* Actively consider risk involved in problems or issues and act to mitigate and/or advise appropriate others
* Define work in terms of results and pursue success with energy and drive
* Monitor conditions to anticipate the need to change

**Business Understanding**

* Understand the importance of tradition and contemporary knowledge for Maori development
* Commit to and promote the organisation’s strategies and business objectives
* Set operational strategy to achieve business to achieve business goals
* Understand the reasons behind business policy and procedures and monitor effectiveness
* Understand the purpose and current work of other group in the organisation
* Understand the treaty of Waitangi and how it applies to the work of te Puni Kōkiri
* Understand and consider impact of decisions on wider State Sector
* Work collaboratively with other government agencies
* Have a thorough understanding of the political environment that Te Puni Kōkiri operates in
* Understand the needs of Te Puni Kōkiri stakeholders and respond to them

**KEY RELATIONSHIPS**

There are key internal and external contacts with whom this position has to maintain or develop professional relationships. Key contacts will be those that have regular involvement or impact on the position and those that are essential in achieving particular outcomes, including the nature and purpose of the relationship as to why the relationships exists and what the relationships enables.

**Internal**

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| **Contact** | **Nature and Purpose of Relationship** |
| Property Manager, Head Office | Direct report |
| Finance Team | Work cooperatively in a coordinated manner at all times |
| All Te Puni Kōkiri Managers and staff | Work cooperatively in a coordinated manner at all times |

**External**

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| **Contact** | **Nature and Purpose of Relationship** |
| External providers | As appropriate |

**DECISION MAKING AUTHORITY**

**Nil**