



JOB DESCRIPTION

Kaitaunaki – Administration Support

“E kore au e ngaro, he kākano i ruia mai i Rangiatea”

GENERAL

Ngā Kura ā Iwi o Aotearoa Incorporated (NKAI) is a constituted body that represents and supports 36 tribal schools that affiliate to our organisation voluntarily. We identify ourselves using the term ‘Iwi’ to denote our descent from an eponymous ancestor.

Te Tihi o Angitu – Pinnacle of Success

The focus in all our direction is on well-being and achieving the pinnacle of excellence for our children, grandchildren (uri) and all stakeholders of NKAI by utilising the greatest gifts left to us by our forebears – Culturalcy.

Ngā Ringa Wera – Operational Body

The Ringa Wera of NKAI provide a range of services including professional development, support and advocacy. Led by the Pou Kōkiri – Chief Executive Officer the Ringa Wera team provides the necessary infrastructure to support the work and activities of NKAI with both strategic and day to day operational deliverables.

Ngā Mātāpono – Principles | Ko te Ringa Wera he Kāhui

- **Pono:** We are trustworthy and reliable.
- **Whakaaro Nui:** We respect each other and what we bring.
- **Angitu:** We focus on quality by delivering detail on time.
- **Wānanga:** We honestly challenge the idea to get the best results for our kaupapa.
- **Hāpai Tukuihotanga (Reo me ngā Tikanga):** We uphold our culturalcy.

POSITION PURPOSE

To provide a high level of support and quality administration to the operations of Ngā Kura ā Iwi. The position of Kaitaunaki – Administration Support will assist the Pou Hāpai – Administration Manager in the flow of administrative workstreams and projects. The successful person will have excellent time management and organisational skills, proven communication skills and enjoy being proactive in identifying and implementing efficient working practises. You will have a solid track record in administrative practises and achieving quality outcomes.

KEY RELATIONSHIPS

The Kaitaunaki – Administration Support is responsible to the Pou Hāpai – Administration Manager.

Who	Why
Direct Reports	
Pou Hāpai	Communicate; take direction; provide advice; identify emerging issues/risks and implications and propose solutions; receive advice.
Ringa Wera – Project Leads	Specific to projects - communicate; take direction; provide advice; identify emerging issues/risks and implications and propose solutions; receive advice.
Internal	
Ringa Raupā Executive	Provide advice, identify emerging issues/risks and their implications and propose solutions; receive advice.
Ringa Raupā	Coordinate wānanga and communications.
Ngā Kura ā Iwi Community	Support and assist coordination of Ngā Kura ā Iwi national events - Wānanga Arataki and the Hui ā Motu.
External	
Key Stakeholders	Provide sound and reliable advice; manage expectations, resolve and provide solutions to issues; negotiate outcomes and timeframes when required.

KEY RESPONSIBILITIES

- Provide comprehensive administrative support to the Pou Hāpai. Plan and coordinate administrative procedures and systems within workstreams while devising ways to streamline processes.
- Accomplish results by communicating expectations; planning, monitoring, initiating, coordinating, prioritising and enforcing systems, policies, and procedures.
- Conduct purchasing and expenditure transactions while ensuring financial transactions are correct and reconciled from quote, invoice through to payment.
- Process and follow up payments ensuring correct financial process is followed, seeking approval from the Pou Hāpai.
- Support the projects and workstreams by providing event logistics, registration management and booking/purchasing organisation as required.
 - Event Logistics:
 1. Support the Project Lead by organising, liaising and confirming the event logistics for the project – specifically venue, catering, rooms, equipment and accommodation requirements.
 2. On behalf of the Project Lead deal directly with the people involved in organising the event logistics in preparation through to completion of project.

- Registration Management:
 1. Project Lead provides key details and information to the *Pou Tiaki* for Eventbrite Registration setup.
 2. On behalf of the Project Lead manage the registrations received for the project – track registrations, follow up payments-invoicing, provide attendee lists and details for the project to inform requirements for event logistics.
- Booking/Purchasing Organisation:
 1. Support Project Lead by processing bookings, purchasing and payments as required for the project.
 2. Follow up all payments have been done after project has been held.
 3. To process all payments regarding projects/events, as advised from Project Lead.
- Project and workstream support is completed as agreed and in a timely manner.
- Support and assist the Ringa Wera team with organising the National NKAI Events – Wānanga Arataki and Hui ā Motu.
- Uphold the integrity and mana of Ngā Kura ā Iwi o Aotearoa.

KEY CHALLENGES

- Ability to work in a team and manage time efficiently from an offsite location, drive and focus to operate autonomously.
- Multi-tasking within tight timeframes over a wide range of parallel projects and workstreams.

FOCUS CAPABILITIES

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the key accountabilities of the role.

NKAI Capability Framework		
Group and capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity Display resilience and courage	Capable	<ul style="list-style-type: none"> ▪ Represent the organisation in an honest, ethical and professional way. ▪ Set an example for others to follow and identify and explain ethical issues. ▪ Act to prevent and report misconduct, illegal and inappropriate behaviour.

<p>Relationships</p> <p>Communicate Effectively</p>	<p>Capable</p>	<ul style="list-style-type: none"> ▪ Present with credibility, engage varied audiences and test levels of understanding. ▪ Translate technical and complex information concisely for diverse audiences. ▪ Create opportunities for others to contribute to discussion and debate. ▪ Actively listen and encourage others to contribute inputs. ▪ Adjust style and approach to optimise outcomes. ▪ Write fluently and persuasively in a range of styles and formats.
<p>Relationships</p> <p>Influence and Negotiate</p>	<p>Capable</p>	<ul style="list-style-type: none"> ▪ Negotiate from an informed and credible position. ▪ Recognise and explain the need for compromise. ▪ Influence others with a fair and considered approach and sound arguments. ▪ Show sensitivity and understanding in resolving conflicts and differences. ▪ Manage challenging relations with internal and external stakeholders. ▪ Pre-empt and minimise conflict.
<p>Business Enablers</p> <p>Finance</p> <p>Procurement</p>	<p>Capable</p>	<ul style="list-style-type: none"> - Ensure project financials are up to date and followed through to completion. - Ensure budget (income-expenditure) meet legal and constitutional requirements. - Conduct the relevant purchases and expenditure for projects in a timely matter. - Effectively communicate with key stakeholders.
<p>Results</p> <p>Think and Solve Problems</p>	<p>Capable</p>	<ul style="list-style-type: none"> - Research and analyse information, identify interrelationships and make recommendations based on relevant evidence. - Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option. - Participate in and contribute to team initiatives to resolve common issues or barriers to effectiveness. - Identify and share business process improvements to enhance effectiveness.

DESIRABLE

- Competency in and knowledge of te reo Māori (written and oral) and tikanga Māori.
- Excellent organisational skills including time management and the ability to establish priorities, use initiative and make decisions.
- Familiarity with office management procedures and basic financial principles to undertake procurement processes.

- Excellent knowledge of MS Office, office management software and working within an I-Cloud environment.
- Outstanding communication and interpersonal abilities.
- A proven qualification in administration or relative field.
- Demonstrated ability to work independently and in a team.
- Sets high goals or standards of performance for self and organisation. Results oriented as an individual and in a team.
- Accomplishes tasks through concern for all areas involved, no matter how small, checking processes and tasks, attention to detail.
- Demonstrated flexibility and willingness to assist with other duties as required.
- Knowledge of NKAI network and how the organisation works.
- Understanding of Iwi partnerships and kaupapa Māori education.

HEALTH AND SAFETY

- Takes all practicable steps to ensure safety at work and that no action or inaction causes harm to anyone else.
- Reports all hazards, accidents, near misses, or unsafe conditions to Pou Hāpai – Administration Manager and Pou Kōkiri – Chief Executive Officer as soon as possible.
- Observe Ministry stated health and safety policies and guidelines.
- Is knowledgeable and complies with all Ministry Health and Safety policies and guidelines.