



ARO TŪRANGA Position Description

A wānanga provided in section 162(4)(b)(iv) of the Education Act 1989, is characterised by “teaching and research that maintains, advances and disseminates knowledge and develops intellectual independence, and assists the application of knowledge regarding āhuetanga Māori (Māori tradition) according to tikanga Māori (Māori custom)”.

Tūranga <i>Position</i>	Administrator – Organisational Development	
Uepū / Wāhanga <i>Department</i>	Kiriwhanake	
Takiwā / Rohe <i>District</i>	Te Puna Matauranga	
Wāhi Mahi <i>Location</i>	Te Awamutu – Head Office	
Whakatau ki <i>Reports to</i>	Lead Organisational Development	
Māka Pūtea <i>Salary Grade</i>	AL4	
Māngai Pūtea <i>Financial Delegation</i>	N/A	
Wā Roanga <i>Tenure</i>		
Ngā Rōpu Whaihua <i>Functional Relationships</i>	<u>Internal</u> <ul style="list-style-type: none"> • Kaimahi within Kiriwhanake • Takiwā Leadership, Kaimahi and sites • Other Uepū and Wāhanga Managers and Kaimahi 	<u>External</u> <ul style="list-style-type: none"> • Contractors and Suppliers • Relevant Industry Sector Groups and Organisations • Other Tertiary Providers

Pūtake Tūranga - Role Purpose

The primary function of the Administrator – Organisational Development is to provide administrative support for the Organisational Development Team; ensuring a customer-focused training and development service is provided to Te Wānanga o Aotearoa kaimahi.

Key Performance Indicators	Success Factors
Training Administration <ul style="list-style-type: none"> - Action queries - Process training applications for individuals and groups - Schedule internal training sessions, and book or notify all relevant parties - Prepare training documentation and handouts - Ensure all training rooms / venues, equipment, catering arrangements, and other requirements are booked in advance - Assist in training event set up and pull down across the motu - Load and manage training records - Obtain and manage training feedback - Maintain relationships with internal and external suppliers - Arrange travel and accommodation (as required) - Monitor supplier delivery against agreed contract requirements for service and quality - Liaise with procurement and finance in creating suppliers and raising purchase orders / processing invoices - Monitor monthly quality and audit results and ensure renewal training is carried out as required 	<ul style="list-style-type: none"> • <i>Processing is completed accurately in an efficient and timely manner</i> • <i>No substantiated complaints are received about the quality of services provided</i> • <i>Training records are kept up-to-date and any data pass-through requirements met in order for all systems and records to match</i> • <i>Reports are provided as required</i> • <i>Appropriate actions are taken based on training feedback</i> • <i>Any issues with supplier delivery are investigated and reported on</i> • <i>Travel and accommodation is booked and advised in a timely manner – with a best price option for each venue being found</i> • <i>All finance processes and procedures are followed (in line with policy)</i> • <i>Purchase orders and invoices are actioned in a timely manner</i>
Kaimahi Qualification Administration <ul style="list-style-type: none"> - Process academic qualification prior approvals and fee reimbursements - Record verified qualifications - Maintain and manage qualifications database - Maintain and manage minimum qualification lists for both academic and support functions - File training plans 	<ul style="list-style-type: none"> • <i>Verified qualifications are accurately recorded against kaimahi academic profiles</i> • <i>Collection and recording of data fully complies with all policies and legislation</i> • <i>Minimum qualifications lists are reviewed on an annual basis (minimum) and stakeholder agreement managed for any change</i> • <i>Prior approvals and reimbursements are processed in accordance with guidelines</i>
OD Team Support <ul style="list-style-type: none"> - Support OD team members in their mahi (as required) - Manage incoming and outgoing OD correspondence and communications - Monitor budget vs actual expenditure - Order OD supplies and resources - Manage bookings for travel and accommodation for OD team members - Provide administration support for OD event planning and management - Manage the publishing of internal eLearning modules (as required) - Provide user support for OD processes, systems and applications - Maintain OD document libraries - File all OD records and documents - Arrange and/or provide support for OD initiated hui 	<ul style="list-style-type: none"> • <i>OD mahi, activities and events are efficiently organised and have adequate administrative support provided</i> • <i>OD correspondence and communications are of a high professional standard</i> • <i>Appropriate resources and support is made available to OD Customers</i> • <i>Stock levels of OD consumables are maintained at agreed levels</i> • <i>All OD information, documents and records are efficiently managed, recorded and filed</i> • <i>Stakeholders report a high level of satisfaction</i> • <i>Confidentiality is maintained at all times</i>

<p>Health and Safety</p> <ul style="list-style-type: none"> - Recognise and address circumstances to prevent unhealthy or unsafe situations - Perform any manual duties in a safe and responsible manner 	<ul style="list-style-type: none"> • <i>Adherence to all safety and wellness policies and procedures.</i> • <i>Faults are reported immediately to relevant personnel</i> • <i>Zero harm while carrying out duties</i>
<p>Other Duties</p> <ul style="list-style-type: none"> - Undertake any additional duties as required by management 	<ul style="list-style-type: none"> • <i>Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa</i>

The employee shall be required to exercise all their skills and knowledge in the achievement of the position objectives and to follow any current or future procedures and policies related to achieving the objectives.

The responsibilities and expectations outlined in this position description may alter as business needs change. In addition specific objectives and outcomes will be agreed to with the kaimahi's manager on an annual basis at performance review.

Person Specification:

<p><u>Qualifications and Experience</u></p>	<p>Qualifications:</p> <ul style="list-style-type: none"> • Certificate in Business Administration (or equivalent) • Full NZ Drivers Licence (Clean – Class 1) <p>Experience:</p> <ul style="list-style-type: none"> • Experience in general team administration • Experience in database administration • Experience managing and monitoring external supplier contracts would be of advantage <p>Āhuatanga Māori:</p> <ul style="list-style-type: none"> • Actively engages in cultural activities of āhuatanga Māori (values, culture and tikanga) • Understands and uses basic te reo Māori phrases, mihi and greetings (TARM level 2 or equivalent qualification) • Prepared to increase knowledge, understanding and everyday use of te reo and āhuatanga Māori and support other kaimahi in the same endeavour • Understands and is an advocate for using Te Wānanga o Aotearoa values in the workplace
<p><u>Technical Skills</u></p> <p>Are the specialised skills and abilities required for a particular role</p>	<ul style="list-style-type: none"> • Excellent written and oral communication skills • Excellent relationship management skills • Sound understanding of data management principles • Excellent planning and project/task management skills • Intermediate user knowledge of Microsoft suite of applications (i.e. Outlook, Excel, Word, Power Point, Publisher)
<p><u>Behavioural Skills and Attributes</u></p> <p>Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles</p>	<p>Attention to Detail Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.</p> <p>Co-operation Works co-operatively as a member of a team, proactively sharing knowledge and information.</p> <p>Customer Focused Builds positive rapport with all external and internal customers. Is attentive and responsive to their needs and is proactive when finding solutions. Goes beyond expectations in providing exceptional support, advice or help. Represents Te Wānanga o Aotearoa in a positive light.</p> <p>Dependability Responsible and accountable for actions, is dependable for meeting deadlines and follows through to get things done.</p> <p>Integrity and Honesty Establishes credibility and trustworthiness through appropriate actions; and is considered consistent; dependable and honest.</p> <p>Quality Orientation Produces high quality work and results.</p>