

Position Description

Office Manager

“Dual Heritage - Shared Future”

He rae ki te rae, he ihu ki te ihu, Te Hāu ka rere, te hā ka tau.

A meeting of peoples, a mixing of cultures, a blending of heritage, a sharing of future.

Details:

Location:	Tūranga/Gisborne
Term of contract:	Full-time fixed term contract from to December 2019
Reporting to:	Te Hā Trust Board General Manager

Purpose of the Role

The Office Manager will support the GM and the team to deliver on their plans and programmes on time, on budget and in good heart through the provision of exemplary manaakitanga, administration management and finance services.

Key Deliverables

- Manaaki tangata, along with the GM act as the key point of contact for Te Hā Trust and host people in line with the values of the Trust
- Public Relations, along with the GM manage general enquires and support people to have their information needs met on a day to day basis
- Establish and care for the relationships we have with the people in our community in line with the values of the Trust
- Prepare accounts for authorisation and payment, manage all financial documentation
- Prepare i-Payroll for authorisation and processing, manage all human resource documentation and filing
- Prepare draft reports as required and co-ordinate milestone reporting in particular to ensure that deadlines are met
- Prepare draft Board pack and papers for Finance & Audit Committee as required
- Prepare draft papers and reports for Min Culture and Heritage as required
- Support the GM to manage Governance support functions including minute taking and other duties as delegated
- Co-ordinate the care and use of the office and facilities
- Support the GM to co-ordinate a central calendar for the team
- Pitch in to assist with events, hosting and other occasions as required

Specifically, the Office Manager is responsible and accountable for:

1. Supporting the GM & the Team

While reporting to the GM, you will provide administrative assistance and support to all Te Hā team members where required, which includes, drafting & preparation of papers and reports, preparation of accounts for payment, drafting of contracts for services using the approved template, making enquiries about goods or services required, ensuring resources are available to support the successful delivery of programmes and deliverables, supporting meetings with minute taking or write ups.

2. Administrative support for the GM & Board of Trustees, Audit & Finance Committee

- Working with the General Manager in the development and maintenance of meeting schedules and all meeting logistics including venues, travel and catering as required
- Together with the General Manager and Chair, development of meeting agendas
- Coordination, and in some instances preparation, of board papers for distribution to the Board one week prior to their meetings
- Write up minutes of meetings, and maintenance of a minutes register
- Receipt and management of all correspondence to the Trust and staff

3. Office management

Manage the Te Hā Trust office, including office procurement, maintenance of operational services, stationary and other requirements of the team.

Updating and maintaining office health and safety and human resources processes and procedures.

4. Accounts administration

Providing the accounts processing function including:

- Processing of all invoices for payment, ensuring the appropriate signoffs and approvals are received
- Managing payment runs, bank reconciliations and general account management
- Supporting the General Manager in the preparation of monthly reports for the Trust

5. General administration

Provision of other general administration support as may be required, including HR administration and operations as required.

Person Specification

Skills and Experience

Essential:

- An lived understanding of the Trust’s vision: Dual Heritage-Shared Future
- A commitment to the Trust’s purpose and values
- An ability to manage sensitive information appropriately
- Exceptional manaakitanga in a range of settings
- Outstanding administration and secretarial skills
- Fluency and accuracy in Sharepoint, Microsoft word, excel and financial management packages
- High levels of attention to detail
- Proven experience in a sole administration role for an organisation from executive support through to office administration
- Excellent written and oral communication skills in English and Māori an advantage

Desirable:

- Experience in HR and financial systems
- Experience in project management systems

Personal Characteristics

- Acts with integrity
- Personifies the values of the organization
- Political nous & cross cultural empathy
- High EQ and excellent self-management
- Able to work comfortably in Māori and non-Māori settings
- Calm under pressure and able to navigate ambiguity with confidence
- Leads by example and conducts work in a professional, fair and ethical manner
- Has high levels of attention to detail
- Can work as part of a team and independently where required
- Has a robust work ethic
- Has high levels of energy and enthusiasm
- Demonstrates excellent thinking and problem solving skills

Key Relationships

Internal	External
Te Hā 1769 Sestercentennial Trust Trustees and staff/contractors	Stakeholders including those set out in the Trust Deed Iwi /Hapū and mana whenua groups Central and local government Suppliers & service providers