6	POSITION TITLE Ngātahi Programme Administrator/ Co-ordinator			
HAWKE'S BAY District Health Board Whakawāteatia	DIRECTORATE	People & Quality	DEPARTMENT	
	REPORTING TO (operationally)	Ngātahi Clinical Leader	REPORTING TO (professionally)	Medical Director - Patient Safety & Quality
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role covers the Ngātahi Programme in the Hawke's Bay District Health Board (HBDHB) Staff reporting - 0 Direct - 0 Indirect			
PURPOSE OF THE POSITION	 To provide administration support to the Ngātahi programme including: Administration of registrations for online learning and workshops Maintaining a database and reporting to sector leaders. Event management, e.g., certificates of attendance, venue hire and setup, assisting with training days on marae, catering, IT and support for visiting speakers Communication to sector leaders, e.g., work stream and governance group minutes, compiling newsletters and reporting to funders General administration support for the programme manager as required Monitoring Ngātahi Website Delivery of organisational KPIs including relevant MoH target, financial budgets and service plans To recognise and support the delivery of the Hawkes Bay Health sector vision 			
KEY DELIVERABLES	 Administration Support Administration of registrations for online learning and wānanga Maintaining a database of wānanga attendance and reporting to sector leaders. Event management, e.g., certificates of attendance, venue hire and setup, catering, IT and support for visiting speakers Communication to sector leaders General administration support for the project manager and project sponsor as required All telephone and desk enquiries are answered in a timely manner Professional communication is maintained with all practitioners and sector leaders at all times Ensure all data entry is accurate, to ensure robust reporting Data is entered in a timely manner General clerical duties including photocopying, scanning, emailing and mailing are completed as required All filing is kept up to date Complete regular website updates and monitor website metrics 			
HEALTH & SAFETY RESPONSIBILITIES	 HBDHB is committed to maintaining and promoting the health & safety (H&S) of all its staff, contractors, volunteers and patients. In this role, your duties are: Not to do anything that puts your own H&S at risk Not to do anything that puts others' H&S at risk To follow all health and safety policies and procedures To follow all reasonable health and safety instructions You have the right to cease work if you believe that you, or others, are at risk of serious harm. 			
KEY WORKING RELATIONSHIPS	 Medical 	clinical leader Director a facilitators		

DELEGATION AND DECISION	N/A	
HOURS OF WORK	40 hours per fortnight	
EMPLOYMENT AGREEMENT & SALARY	In accordance with the LNI DHB/PSA Administration Multi Employer Collective Agreement (MECA) band 3, \$44,614 to \$48,840 gross per annum according to qualifications and experience pro rata for hours worked.	
DATE	January 2020	
EXPENDITURE & BUDGET ACCOUNTABILITY	N/A	
SCOPE & COMPLEXITY	N/A	

ESSENTIAL CRITERIA

Qualifications

. Administration experience or similar Office Management qualification

Business / Technical Skills

- Excellent computer skills
- . Able to use standard software applications (MS Office Suite) and internet-based applications
- An eye for detail and accuracy, monitoring quality and devising systems to support continuous improvement
- Booking and scheduling experience
- Able to work effectively within a team and liaise with a range of . people internally and externally to solve problems or refer on where appropriate
- Able to work autonomously
- Able to prioritise workload
- Current full drivers licence

Key Attributes

- Excellent communication skills with a wide range of people
- Positive attitude with problem solving focus
- Able to multi-task
- Flexibility in changing priorities and timelines

Effectively Engaging with Māori

- . Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to and engage effectively with Māori practitioners and sector leaders
- . Is visible, welcoming and accessible to Māori practitioners and sector leaders Actively engages in respectful relationships with Māori practitioners and sector leaders
- . Actively seeks ways to work with Māori practitioners and sector leaders to maximise Māori experience
- . Demonstrates ability to apply the Treaty of Waitangi within the Service.

Physical requirements for role: Nil

Vaccination status for role: Annual influenza vaccination required

DESIRABLE CRITERIA

Previous experience in event management



Our Vision and Values

Te hauora o te Matau-a-Māui: Healthy Hawke's Bay

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



HE KAUANUANU RESPECT **AKINA IMPROVEMENT RARANGATETIRA PARTNERSHIP** TAUWHIRO CARE



HE KAUANUANU RESPECT

Showing respect for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.



AKINA IMPROVEMENT

Continuous improvement in everything we do. This means that I actively seek to improve my service.

RARANGA TE TIRA PARTNERSHIP

Working together in partnership across the community. This means I will work with you and your whānau on what matters to you.



Delivering high quality care to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.