HAWKE'S BAY District Health Board Whakawāteatia	**POSITION TITLE**	**Ngātahi Administrator/ Co-ordinator** Fixed term from Monday 13 April 2020 to Tuesday 30 June 2020 (10 weeks)		
	DIRECTORATE	People & Quality	**DEPARTMENT**	
	REPORTING TO (operationally)	Project Manager	**REPORTING TO** (professionally)	Project Sponsor (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	▪ Covering 10 weeks' maternity leave until project completion date 30 June ▪ To provide administration support to the Ngātahi project – see below ▪ Delivery of project KPIs ▪ To recognise and support the delivery of the Hawke's 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 staff and health professionals 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 ***Customer Service*** ▪ Open and responsive to customer needs. ▪ Demonstrate an understanding of continuous quality improvement.
HEALTH & SAFETY RESPONSIBILITIES	HBDHB is committed to maintaining and promoting the health & safety 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	**INTERNAL** ▪ HBDHB staff ○ Ngātahi project manager ○ Ngātahi project sponsor ○ Wānanga facilitators	**EXTERNAL** ▪ Managers and practitioners in 29 community health, education and social service agencies ▪ Wānanga facilitators

DELEGATION AND DECISION	N/A
HOURS OF WORK	50 hours per fortnight - fixed term until 30 June 2020 (10 weeks) – hours can be flexible
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
- Ability 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
- Ability 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 prioritise workload
- Flexibility to changing priorities and timelines
- Positive attitude
- Current full drivers licence

Key Attributes

- Effective communication skills
- Effective team member
- Positive attitude with problem solving focus

Effectively Engaging with Māori

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is visible, welcoming and accessible to Māori consumers and their whānau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience
- Actively facilitates the participation of whānau in the care and support of their whānau member

DESIRABLE CRITERIA

- Previous experience in event management

OURHEALTH
HAWKE'S BAY
Whakewāteatia

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
ĀKINA IMPROVEMENT
RARANGA TE TIRA 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.

ĀKINA 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.

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