

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
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.

RARANGATE 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.