



He Whakatairanga Tūranga | Position Description

Position:	Kaihāpai Administrator (Regions)		
Te Puni:	Te Puni Rohe Regions		
Reports to:	Kaitaki ā-Rohe Regional Director		
Location:	Te Tai Tokerau, Tāmaki Makaurau, Waikato-Waiariki, Ikaroa-Rāwhiti, Te Tai Hauāuru, Te Waipounamu		
HR Delegations	NIL	Financial Delegations	NIL
Date:	20 Pipiri 2024		

Mō Te Puni Kōkiri | Te Puni Kōkiri Statement

Te Puni Kōkiri is the Government's principal policy advisor on Māori Wellbeing and development. To perform this role effectively we must exert leadership and influence on the public system to support government to have a positive impact on Māori wellbeing outcomes and intergenerational transformation.

Our vision for Te Puni Kōkiri is to better enable Thriving Whānau – *when whānau are thriving, so do their communities, hapū, iwi and all of Aotearoa*. Our vision underpinned is underpinned by our purpose “drawing strength from our past to build an Aotearoa New Zealand where whānau can all stand, thrive and belong”.

Our strategic priorities centre are:

- Māori Economic Resilience – The investment made to recover from COVID-19 builds a more sustainable, resilient, and inclusive Māori economy.
- Te Ao Māori – The collective and individual rights and interests of Māori as tangata whenua are recognised, protected, supported, and invested in.
- Equitable & Effective Government Performance for Māori – Māori have improved outcomes across key areas of government investment.

If you would like to find out more about Te Puni Kōkiri and our strategy, visit our website tpk.govt.nz.

Mō Te Puni Rohe | About Regions

The Regions Puni has the following core functions:

- Implementation and delivery of Te Puni Kōkiri's strategy across the regions;
- Maintain relationships and support engagement with hapori Māori including iwi, hapū and whānau on strategic priorities for government;
- Gathering and analysis of insights to inform policy development; and
- Advising on innovative initiatives that build capability and readiness of whānau and Māori communities to achieve their aspirations, leading to intergenerational transformation.

Mō te Tūranga | About the Role

The Administrator is responsible for providing administrative services to support the effective day to day operation of the offices within the region. The Administrator will have the ability to develop and maintain effective working relationships with regional advisors, national office staff and a wide range of stakeholders.

The Administrator ensures the team deliverables are incorporated into the Te Puni Kōkiri knowledge management system and comply with Te Puni Kōkiri style guide and Ministerial requirements.

Ngā Haepapa me ngā Kawatau | Accountabilities & Deliverables

Work Collaboratively

- Work collaboratively with other Administrators and support roles to provide an integrated and seamless service.
- Establish and maintain close working relationships with support roles in other Puni to ensure a coordinated approach to business management in the whole of Te Puni Kōkiri.

Deliver business administration services

- Provide proactive and highly efficient administration services to the Manager the team.
- Provide future-focused and aligned business planning and advice.
- Advise the Manager on areas of risk or concern in the delivery of the work programme.
- Support the Manager with specific activities including contingency planning, security management and emergency procedures.

Knowledge and improvement of systems and processes

- Understand and keep updated with Te Puni Kōkiri systems and processes.
- Promote the use of administrative systems and processes and coach regional staff in their use.
- Maintain knowledge management system on behalf of the office and ensuring team outputs are stored and coded in accordance with Te Puni Kōkiri knowledge management standards and policies.

Mōu – Ngā Pūkenga me ngā Wheako | About You – Skills & Experience

- Demonstrated administrative support experience.
- High level of proficiency with Microsoft packages especially Outlook, Word, Excel, and Powerpoint.
- Well-developed communication skills, both oral and written.
- Demonstrated self-motivation, the ability to set objectives and establish priorities, organise work and resources to ensure priorities and objectives are met on time.
- Demonstrated ability to work in and as a member of a team.
- A sound understanding of the accounting cycle and the role that accurate and timely financial processing plays in this.
- Demonstrated capability to understand the needs and requirements of a core government department.
- Understanding the machinery of government.
- A demonstrated commitment to the provision of quality services.
- Honesty, integrity and an understanding of the significance of confidentiality.
- Presents self in a professional light.
- Have a broad understanding of The Treaty of Waitangi and Te Tiriti o Waitangi and recognise the importance of the Treaty from both Māori and Crown perspectives.
- Are comfortable in an ao Māori environment and are comfortable in situations where tikanga is observed.
- A level of competency in te reo Māori, or a willingness to learn.
- Understand the Te Puni Kōkiri Strategic Vision and understand what that success looks like.
- Understanding of the machinery of government and the political environment Te Puni Kōkiri operates in.
- Demonstrate sound understanding of our privacy framework, which includes privacy strategy, personal information policy and personal information processes.
- Having a working knowledge and awareness of compliance obligations in respect of the Official Information Act 1982