

POSITION DESCRIPTION

Team Administrator

Napier Head office

Anglican Care Waiapu

OUR VISION Fulfilled Lives, Connected Communities

OUR PURPOSE Anglican Care Waiapu is the social services arm of the Anglican diocese of Waiapu, partnering with our parishes and communities to nurture lasting transformation

OUR MISSION Living the gospel through loving service

VALUES The values that drive our organisational culture and behaviour:

| Value | Behaviour |
|-------------------|--|
| Vitality | We bring energy to our work, trying new things and embracing fresh thinking. We are committed to the wellbeing of our clients and our staff. |
| Integrity | We do what we say we will and hold ourselves accountable. We demonstrate courage in speaking up when we need to. |
| Compassion | We show kindness, patience, and a willingness to help others. |
| Respect | We show respect for the individuals we work with and for. We demonstrate humility in our relationships and reject prejudice. We believe everyone deserves a fair go. |

Position: Team Administrator

Location: Napier

Date: 25 January 2022

The Organisation:

Anglican Care Waiapu (ACW) is the social services arm of the Anglican Diocese of Waiapu. We have services in Bay of Plenty, Tairāwhiti, and Hawke's Bay. We support tamariki, whānau, and communities with our family services, early childhood education centres, grief counselling services, older people's programmes, and afterschool programme.

Coverage: This is a fulltime position based at Napier Head Office

Position reports to: Chief Operating Officer

Responsible for: NA

Other relationships:

| Internal | External |
|--|-------------------------------------|
| Chief Executive Officer Anglican Care Waiapu | Contractors, suppliers, and vendors |
| Senior Leadership Team | |
| Operational Leadership Team | |
| Operational Management Team | |
| Diocese's shared services team | |
| Staff, clergy, and volunteers from the diocese | |

Job Purpose:

The purpose of this role is to provide administrative support to the leadership teams of Anglican Care Waiapu.

| KEY RESPONSIBLE AREAS | EXPECTED OUTCOMES |
|--|---|
| <p>Administrative support</p> | <ul style="list-style-type: none"> • Take minutes at Operational Leadership Team meetings, as required, and maintain the team’s action and decision registers, following up with team members to ensure tasks are completed; • Collate internal management reports and reports for funders; • Provide administrative support to the COO and members of SLT and OLT on an “as required” basis, including organising meetings, conferences, making travel arrangements, and other administrative tasks. • Support the EA to the CEO with administrative tasks as required. • Assist with hospitality, providing water and/or refreshments for meetings as required and ensuring visitors to the organisation are well cared for. |
| <p>Teams and documentation management</p> | <ul style="list-style-type: none"> • Oversee ACW’s documentation management system, ensuring that documents are stored within the ACW Teams and Sharepoint structure in accordance with our internal organisational procedures and guidelines. • Keep an up-to-date register of all policy documents, ensuring that policy review dates are notified in good time to policy owners and that the correct versions of policy documents are updated and placed on the intranet, Te Awa. • Ensure timely storage, archiving and destruction of hard copy documents in accordance with ACW policies. |
| <p>Intranet and website management</p> | <ul style="list-style-type: none"> • Oversee our organisational intranet, Te Awa, ensuring content is reviewed regularly and is up-to-date and well-organised so that staff can access information easily. • Oversee the ACW website and child sites, ensuring content is reviewed regularly and is up-to-date and easily accessible. • Liaise internally and with the website provider as required to make changes to ACW websites. |

| KEY RESPONSIBLE AREAS | EXPECTED OUTCOMES |
|-----------------------|--|
| Other | <ul style="list-style-type: none"> • A safety-first culture is actively promoted and demonstrated at all levels; • Health and safety procedures are adhered to and the Health and Safety in Employment Act complied with; • Prospective and current hazards are consistently identified, and risk factors minimised/eliminated; • All duties and behavior are conducted in line with Anglican Care Waiapu Policies and Procedures; • Flexibility and willingness to perform a variety of tasks is demonstrated; • Assist other team members within Anglican Care Waiapu wherever practical to achieve organisational objectives; • Other duties that arise from time to time performed as required. |

Person Specification

| | |
|----------------------------------|---|
| Experience | <ul style="list-style-type: none"> • At least three years' administrative experience in an office environment • Not for profit sector experience is desirable |
| Knowledge and skills | <ul style="list-style-type: none"> • Understanding of and empathy with te ao Māori and a commitment to tiriti o Waitangi • Understanding of faith-based organisations and a strong empathy with the Anglican Church • A high degree of proficiency in Outlook and MS Office applications • Strong organisational skills and ability to manage a varied and busy workload • Attention to detail • Excellent communication and relationship management skills • High degree of confidentiality and professionalism • A commitment to diversity and inclusion in the workplace |
| Qualifications | <ul style="list-style-type: none"> • A certificate or diploma in office administration or a degree in an area such as business or administration highly desirable. |
| Specific Job Requirements | <ul style="list-style-type: none"> • Ability to obtain and maintain a satisfactory criminal history clearance • Ability to travel to meetings outside of Napier from time to time • Ability to work in the evenings as required • Clean driver's licence |

Date PD effective:

Declaration:

This job description may be required to be changed from time to time by management as the requirements of the organisation changes. The employee agrees that the contents of their job description may be amended, added to, or varied from time to time by the employer, after consultation with the employee.

Positions in ACW may change over time as the organisation develops. Therefore we are committed to maintaining a flexible organisation structure that best enables us to meet the changing environment and needs. Responsibilities for this position may change over time as the job evolves. This Position Description may be reviewed as part of

planning for the annual performance cycle or at time times outside of this cycle. The position description may be amended, added to, or varied from time to time by the employer, after consultation with the employee.

Signed: _____

Date: _____

(Employee –)

Signed: _____

Date: _____

(Employer –)