



*Whakaarahia ake ngā poupou o tō whare, o Te Herenga Waka*

<b>Position title</b>	<b>Office Support and Administrator</b>
<b>Primary work unit</b>	Victoria University of Wellington Students' Association (VUWSA)
<b>Responsible to</b>	Ngāi Tauira Tumuaki
<b>Responsible for</b>	No direct reports
<b>Position status</b>	Permanent, Full-time
<b>Hours of work</b>	40
<b>Salary</b>	Living wage rate starting point
<b>Our vision</b>	Ngāi Tauira is a legitimate and central voice for tauira Māori whereby they can feel comfortable and culturally safe within a Western academic environment.
<b>Our mission and purpose</b>	<p>The aim of Ngāi Tauira is to help nurture, and foster the academic, cultural, political, and social potential of tauira in a manner that is consistent with Te Tiriti o Waitangi, its principles, and its practices. Ngāi Tauira also supports any initiative that encourages the practice of te reo Māori and tikanga Māori at Te Herenga Waka—Victoria University of Wellington.</p> <p>Ngāi Tauira provides a number of services to tauira, including advocacy and support, representation on academic boards and councils, national representation, social networking and pastoral support.</p>
<b>Our values</b>	Ngāi Tauira are guided by tikanga Māori as a system of law that maintained and served our people for hundreds of years. These include: manaakitanga, whanaungatanga and kaitiakitanga Tikanga Māori flows onto the promises contained in Te Tiriti o Waitangi, particularly the value of tino rangatiratanga.

## Terms

The 'Ropū' means Ngāi Tauira. Ngāi Tauira refers to the representative body for all Māori students at Te Herenga Waka – Victoria University of Wellington. Ngāi Tauira encompasses:

- Ngāi Tauira (Māori Students' Society)

Ngāi Tauira Administrator:

- Ngā Rangahautira (Māori Law Students' Association);
- Ngā Tāura Umanga (Māori Commerce Students);
- Te Hohaeti o Te Reo Māori (The Society for Te Reo Māori); and
- Other Māori Student groups that may be created or revitalised.

## **Position purpose**

The purpose of the role is to provide administrative and financial support which contribute to student engagement and achievement, and enhancing the mana of Ngāi Tauira including:

- Providing administrative support
- Record management
- Communications
- Financial administration
- Event support
- Fundraising
- Identifying opportunities for improvement
- Liaising with and providing additional to the Ngāi Tauira committee kaihāpai

## **Strategic context**

Ngāi Tauira follows the strategic objectives laid out in its constitution.

The Ngāi Tauira Administrator will help Ngāi Tauira achieve its strategic outcomes of promoting Māori academic success, encouraging taura Māori to participate in activities that lead to their cultural, political and academic development, encouraging positive relationships between Ngāi Tauira and other tertiary student organisations and promoting and affirming Ngāi Tauira's rangatiratanga.

This role will alleviate the workloads of all Rōpū executive positions, therefore allowing them more time to focus on executing role responsibilities to a high standard, without compromising personal responsibilities such as studies, work, extra-curricular commitments and whānau commitments. By alleviating this workload, the Ngāi Tauira administrator will increase the stability of the Rōpu, therefore increasing Rōpū capacity to achieve the strategic outcomes as outlined in the Ngāi Tauira Constitution.

## **Key responsibilities**

### **1. Administrative support**

This role will support the Rōpū in their daily operations and assume the responsibility for general administration tasks.

Key tasks include:

- Coordinating of submissions for various University proposals on issues of relevance to taura Māori.
- Managing correspondence
- Managing travel for Nga Rōpu; and
- Preparing relevant documents ahead of Hui-a-Whānau, Special General Meeting and Annual General Meetings.

Additional tasks may include:

- Organising room bookings for Rōpū.
- Managing office supplies.

- Providing IT support for Rōpū IT via resetting passwords, creating user and email accounts.

## **2. Record Management**

Key tasks include:

- Maintain an existing Māori student membership database and maintain Māori student data.
- Collate and archive physical records in a manner that is compliant with standards set out by auditors.

## **3. Communications**

- Write, edit, and distribute content, including website content, reports, and other communication materials to support Rōpū activities.
- Provide coordination and administration support of Ngāi Tauira's Salient Column and Te Ao Mārama.
- Seek opportunities to enhance Rōpū communications with the support of Rōpū media portfolio officers.
- Work with the Rōpū to manage their social media sites.

## **4. Finance administration**

- Manage financial accounts
- Process and manage invoices (both Billing and Payables)
- Prepare monthly and annual financial reports;
- Monitor bank accounts.
- Bank reconciliations.
- Support officers to prepare event budgets
- Compile information for End-of-Year Audit.
- File GST returns.
- Setup new bank users.
- Contact individuals and companies with delinquent accounts.

## **5. Event Support**

- Provide administration and logistics support for events.
- Brokering relationships with external sponsorships.
- Organising and assisting with events, including logistics.
- Support the Rōpū in hosting whanaunga from other tertiary institutions.
- Support Ngā Ture Careers and Employment Workshops, and
- Provide logistics support for Ngā Kaitatau Māori o Aotearoa, Hunga Roia, Te Huinga Tauira and Hui Kaiārahi.
- Coordinate Kapa Haka performances.

## **6. Relationships**

- Manage tuakana-teina programmes between tauira and alumni.
- Assist Ngāi Tauira in maintaining positive relationships with key internal and external whānau including Āwhina (Māori Student Support), the Office of the Deputy Vice-Chancellor Māori, and Te Herenga Waka Marae.

## **7. Fundraising**

- Making applications to third party funding providers for Rōpū; and
- Support fundraising events.

## **8. Continuous Improvement**

- Analyse existing Rōpū processes.
- Develop short- and long-term strategies to improve efficiencies.
- Lead and coordinate projects for improvement across all Rōpū.
- Monitor and report on progress of any continuous improvement projects.

## Competencies

Competency	Demonstrated by
Self-management	Effectively plans and organises work to achieve desired outcomes; proactive, remains focused, takes action to overcome obstacles and follows through to completion
Integrity	Is fair, open, honest and consistent in behaviour and can be relied upon; is receptive to our diverse Māori issues; generates confidence in others through professional and ethical behaviour
Innovation	Questions the way things are done; encourages the discussion, free debate and generation of creative ideas and solutions; learns from past mistakes; generates new and creative ideas to improve the status quo
Communication	Clearly and concisely communicates with a wide range of people in all situations, both orally and in writing; effectively listens; understands cultural differences in regard to communication
Analysis and judgement	Identifies and analyses issues and problems, considers alternatives, makes sound decisions and commits to a course of action
Teamwork	Works co-operatively, respects and is open with others in a team-setting in order to achieve results and team goals
Relationship building	Builds and maintains positive and productive working relationships and networks; consults widely; is sensitive towards different peoples and cultures

## Selection criteria – essential

- Understanding of and/or experience with working within a Te Ao Māori environment
- Knowledge of and respect for tikanga Māori
- Highly developed communication skills, both oral and written.
- Demonstrated computer literacy skills, specifically Excel, Word and Outlook.
- Proficient level of financial literacy. Knowledge of budgeting, financial reporting and other associated skills.
- Proven ability in basic accounting practices, i.e., account reconciliation and administration

## Selection criteria – desirable

- Relevant experience in an administration role.
- Competent speaker of te reo Māori
- Demonstrable experience in providing financial planning or budgeting advice.