



## ĀTIAWA KI WHAKARONGOTAI CHARITABLE TRUST

<b>Position</b>	Kaipiringa / Administration Officer
<b>Ātiawa ki Whakarongotai Charitable Trust</b>	The Ātiawa ki Whakarongotai Charitable Trust is the mandated iwi authority for Te Ātiawa ki Kāpiti. The organisation has a small, active Board that is engaged in a range of activities including environmental management, fisheries, education, economic development, employment, supporting the marae, whānau, hapū and iwi.
<b>Purpose of Position</b> <i>Manaakitanga</i>	<p><i>Whāinga:</i> To provide administration services to the trust office and support to the CEO in a manner that will protect, sustain, nurture, and enhance all aspects of the Ātiawa ki Whakarongotai Charitable Trust.</p> <p>This is a pivotal role that is responsible for ensuring all administration duties are fit for purpose; performed efficiently; professional and accurate; and delivered in a timely manner to an exceptionally high standard.</p> <p>The Kaipiringa provides governance support with the appropriate processes, information and where appropriate, advice in a timely manner. This includes collaborating closely with the Trust and its subsidiaries, including Ātiawa ki Whakarongotai Asset Holding Company Ltd and Wharekohu Fisheries Ltd to ensure effective coordination of interests and clear reporting. Importantly, the Kaipiringa maintains clear communication of the objectives and business of the Trust with Ātiawa whānau.</p>
<b>Responsible to</b>	CEO
<b>Direct reports</b>	Nil
<b>Functional relationships</b> <i>Whanaungatanga</i> <b>- Internal relationships</b>  <b>- External relationships</b>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• Asset Holding Company, Claims Committee, Taiao Committee, other delegated committees within the Charitable Trust, Marae Reservation Trustees</li> <li>• Cleaner(s)</li> <li>• Iwi Registered Members &amp; beneficiaries.</li> <li>• Iwi, hapū, whānau and whenua groups</li>   <li>• External suppliers, contractors, and providers</li> <li>• Relevant agencies and funding bodies, including government agencies.</li> <li>• IT System support people</li> </ul>
<b>1. Principal Duties and Responsibilities:</b> Assist the Trust and its subsidiaries to prudently administer and coordinate the office functions. <i>Kaitiakitanga</i>	<p><i>Whāinga:</i> To represent the best interests of the Trust.</p> <ul style="list-style-type: none"> <li>• Assist the Trust to facilitate the growth and development of Ātiawa ki Whakarongotai people and our culture.</li> <li>• Assist the Trust and its subsidiaries to prudently administer and co-ordinate the office functions.</li> </ul> <p><i>Whāinga:</i> To manage effective and efficient administrative and compliance systems and communication and customer service systems for the Trust.</p> <ul style="list-style-type: none"> <li>• Provide administrative support and assistance to the CEO, Chair and Executive of the Board, as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure custody of the books and records of Ātiawa ki Whakarongotai Charitable Trust and its subsidiaries</li> <li>• Prepare reports and advise the trustees, and where relevant the directors of Ati Awa ki Whakarongotai Holdings Ltd and Wharekohu Fisheries Ltd or other nominated subsidiaries, on the administration and management of the offices of the Trust, and such issues as appropriate from time to time.</li> <li>• Establish and modify templates and guidelines for the preparation of papers and reports for consideration by the trustees, and the Trust’s subsidiaries.</li> <li>• Assist with the continuing development of Trust group policies, procedures, and strategic plan.</li> <li>• Assist with the development and maintenance of an annual Plan for the Trust</li> <li>• Demonstrate a good understanding of the Trust deed.</li> <li>• Organise and coordinate the annual Trustee election process.</li> <li>• Implement any improvements identified through the annual audit process in conjunction with the team.</li> <li>• Manage requests for bookings of meeting space at 10 Parata Street, Waikanae.</li> </ul>
<p>Meetings of the Trust and affiliated entities <i>Kotahitanga</i></p>	<p><i>Whāinga:</i> Fulfill secretariat duties as follows:</p> <ul style="list-style-type: none"> <li>• Schedule regular board meetings</li> <li>• Prepare agendas and meeting papers</li> <li>• Attend Board meetings</li> <li>• Prepare minutes and maintain a confidential record of the proceedings of “in committee” sessions</li> <li>• Ensure that the Chairperson signs minutes of Board meetings</li> <li>• Administer and coordinate the Hui-a-Tau / Annual General meeting, and where required any Hui-a-Iwi / Special General meeting of members in accordance with the Ātiawa ki Whakarongotai Charitable Trust deed, Ātiawa ki Whakarongotai Asset Holding Company Limited Charter and Wharekohu Fisheries Limited Charter.</li> </ul>
<p>Communications <i>Pūkengatanga</i></p>	<p><i>Whāinga:</i> To provide information to communication personnel to ensure regular production and distribution of appropriate information to registered AKWCT members and stakeholders in conjunction with the CEO including maintenance and timely responses to frontline and email queries.</p> <p>Information may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Regular coordination and distribution of a newsletter</li> <li>• Contribute to maintenance of, and actively administer the Trust’s website and Facebook.</li> <li>• Develop digital and social media tools to effectively communicate to iwi members.</li> </ul>
<p>Financial management and reporting <i>Kaitiakitanga</i></p>	<p><i>Whāinga:</i> Provide effective and efficient finance administration of the Trust’s financial accounting and reporting functions in conjunction with the CEO.</p>

<p>Iwi registrations <i>Ūkaipōtanga</i></p>	<p><i>Whāinga:</i> To manage effective and efficient administration of the Ātiawa ki Whakarongotai Charitable Trust membership registration process. To improve system processes and procedures that enhance the accuracy and integrity of the register.</p> <ul style="list-style-type: none"> <li>• Processing all applications for registration as a member of Ātiawa ki Whakarongotai Charitable Trust in accordance with the registration policy, Trust deed and relevant legislation</li> <li>• Maintain the programme that continually encourages Ātiawa ki Whakarongotai descendants to enrol and update their enrolment information.</li> <li>• Managing the Ātiawa register to ensure membership information is accurately recorded and updated.</li> <li>• To provide robust and reliable contact database information to facilitate regular communications with Ātiawa members, including subscribing all new members to our iwi e-pānui.</li> <li>• Ensuring the security and confidentiality of all Ātiawa membership information (in both electronic and hard copy formats)</li> <li>• Convene the Iwi Membership Committee on a bi-annual basis to ratify all new applications for membership.</li> </ul> <p><i>Whāinga:</i> To respond to all membership or prospective membership queries in a timely and courteous fashion.</p> <ul style="list-style-type: none"> <li>• Facilitate resolution of members queries concerning their personal registration information</li> <li>• Provide information and assistance to prospective registrants.</li> </ul>
<p><b>2. Key competencies</b></p>	<p>The Kaipiringa will demonstrate the following key competencies:</p> <ul style="list-style-type: none"> <li>• Knowledge of and commitment to Ātiawatanga and the kaupapa tuku iho that guide our mahi</li> </ul>
<p>Communication</p>	<ul style="list-style-type: none"> <li>• Communicates clearly and effectively with members, manuhiri, trustees, directors, colleagues, and those outside of the organisation.</li> <li>• Communicates issues and ideas clearly and keeps colleagues, management etc well informed</li> </ul>
<p>Professionalism</p>	<ul style="list-style-type: none"> <li>• Maintains confidentiality within guidelines set by Ātiawa ki Whakarongotai.</li> <li>• Able to manage workload and establish priorities.</li> <li>• Demonstrates the following attributes: excellent work ethic; dedication; punctual; initiative; personality; proactive; attention to detail; organised; self-motivated</li> </ul>
<p>Te Tiriti o Waitangi</p>	<ul style="list-style-type: none"> <li>• Understands and upholds the principles of Te Tiriti o Waitangi</li> </ul>
<p>Teamwork</p>	<ul style="list-style-type: none"> <li>• Understands own and others positions and roles in achieving team objectives.</li> <li>• Demonstrates flexibility/adaptability to work with a diverse range of people.</li> <li>• Gains input from others and seeks out ideas and opinions as appropriate</li> </ul>
<p>Quality Improvement</p>	<ul style="list-style-type: none"> <li>• Incorporates principles of continuous quality improvement into all activities</li> </ul>
<p>Health and safety</p>	<ul style="list-style-type: none"> <li>• Complies with all health and safety procedures to ensure their own safety and the safety of others in the workplace.</li> <li>• Actively participates in maintaining a safe working environment.</li> </ul>
<p>Ideal Person Specification</p>	<p>The person best suited to this position will be able to work both independently and within a team to provide excellent frontline administration services both internally and externally for clients and the wider community. Additionally, you will possess the following:</p>
<p>Skills and knowledge</p>	<ul style="list-style-type: none"> <li>• A high level of computer literacy, especially with Microsoft software and the online environment</li> <li>• Good clerical, typing and administrative skills.</li> <li>• Ability to use initiative, prioritise and make sound decisions and judgements.</li> <li>• Excellent communication skills both verbal and written. A good standard of spoken and written English is required and te reo Māori an advantage.</li> </ul>

	<ul style="list-style-type: none"> <li>• Must be willing to undertake professional development and training as directed.</li> <li>• Basic financial attributes that can support the lead finance personnel role.</li> </ul>
<b>Qualifications</b>	No prerequisite qualifications needed however previous experience in a similar role is desirable.
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Accuracy and attention to detail</li> <li>• Able to work both independently and as part of a team.</li> <li>• Have non-judgement attitude, be able to express empathy.</li> <li>• Maintain confidentiality.</li> <li>• Able to work with a diverse range of internal and external partners.</li> </ul>
<b>Location</b>	10 Parata Street, Waikanae
<b>Hours</b>	<p>40 hours per week – Monday – Friday</p> <ul style="list-style-type: none"> <li>• These are the general hours, and from time to time you will be expected to work outside this scope to support hui.</li> <li>• This is a full-time position.</li> <li>• This is largely, a sole-charge role.</li> </ul>

**Other details**

Ātiawa ki Whakarongotai Charitable Trust needs to maintain a flexible working structure due to the changing environment that we operate in. To reflect this, position descriptions are reviewed on an as required basis and they may be varied from time to time.