



TE WHATUMANAWA MAORITANGA O REHUA MARAE

REHUA MARAE



Position Description

ADMINISTRATOR

This position description serves to provide an overview of the primary responsibilities inherent in this role. It is acknowledged that in order to remain current, regular amendments will be required.

STRATEGY SUMMARY OF TE WHATUMANAWA MAORITANGA O REHUA TRUST

(REHUA MARAE) 2015 – 2018

WHAKATAUKI

“Aroha ki te tangata, Ahakoa ko wai, Ahakoa no hea”

NGĀ UARATANGA – GUIDELINES VALUES & PRINCIPLES

Our Commitment

Rehua Marae is guided by six Uaratanga – key values and guiding principles. Our decision-making, plans, policies, processes and most importantly, the way we act will reflect these values. Manuhiri, clients, tenants, staff and all of our stakeholders can expect to be treated in accordance with these Uaratanga.

Rangatiratanga – Leadership

We will demonstrate strong leadership, good governance and transparent decision-making. We will work together as a team to represent and service Rehua Marae whanui to the best of our abilities.

Kotahitanga – Unity

We will foster unity amongst iwi and whānau by managing Rehua Marae and its associated businesses and activities in a way that reflects the collective interests of Rehua Marae whanui.

Kaitiakitanga – Guardianship

Our trustees, managers and staff accept the responsibility to act as guardians. This means we will seek to balance the interests of all our stakeholders, and act sustainably, looking after marae resources and taonga for the benefit of future generations.

Manaakitanga – Hospitality

We will show respect and hospitality to manuhiri thus upholding the mana of Rehua Marae

Whanaungatanga – Kinship and Connections

We will encourage old and grow new intergenerational associations with the marae.

Wairuatanga – Spirituality

We will create an environment that encourages the wellbeing and celebrates the spiritual identity and beliefs of our community.

VISION & MISSION

Our Vision

“To be a vibrant and accessible inner-city Marae upholding our valued traditions, tikanga and strong community relationships”

Our Mission

“To provide a welcoming culturally and unique environment for community activities and operate a sustainable marae.

SUCCESS FACTORS – To realise our Vision and Mission Statement, Rehua Marae will focus on achieving success in the five key areas. Success to us means:

1. Fit for Purpose Environment

We will provide a culturally unique environment that acknowledges our position as an inner city marae, and will continue to contribute to the cultural, environmental, educational, economic and hauora needs of its community. We will see a future where technology can be increasingly influential in the way our Marae is used and enjoyed.

2. Staying Connected

We will achieve this through maintaining our linkages with the whānau, people and groups who have historically been associated with the marae. We also need to grow future connections with a generation of new users. Staying connected requires us to communicate better with all of our stakeholders, utilising their preferred communication channels.

3. People Capability

People are central to our Vision. Rehua Marae is committed to setting, overseeing, monitoring and achieving our Vision, Mission Statement and Strategic Objectives underpinned by our Uaratanga. We will employ capable, committed, enthusiastic staff to implement approved strategy.

4. Sustainable Services

We define success as the ability to forward plan and evaluate options to grow/deliver sustainable services that will add to the appeal of the Marae. We need good information to enable us to make these decisions. At times, it may be more feasible for other groups and organisations to deliver appropriate services.

5. Financial & Operational Control

Rehua Marae is committed to achieving financial and operational success through building strong frameworks, systems, process and policies.

Each strategic focus area will provide a changing set of objectives, actions and measures, which are aligned with our Uaratanga, Vision and Mission Statement.

(The Trust Board is in the process of reviewing the Marae’s strategic plan and any amendments may require changes to the above)

Position Title:	Administrator –Rehua Marae
Date:	February 2019
Reporting to:	Marae Manager
Direct Reports:	Nil
Nature & Term of Employment	0.5 FTE, Part Time, Permanent

SECTION 1 - Position Summary (General)

The Administrator –Rehua Marae role is critical to the success of Rehua Marae and the objectives of the position are to:

- Ensure that the values, tikanga and kawa of Rehua is maintained across all operations and activities of the Marae at all times,
- Build and maintain relationships with whānau, clients, kaumātua, tenants and the Board that demonstrate, courtesy, empathy, respect and trust,
- Maintain professional standards and proactively facilitate all aspects of the administrative and operational requirements at the marae including tight financial controls.

SECTION 2 - Key Accountabilities

Finance	<ul style="list-style-type: none"> • The invoicing, tax return, credit control requirements and the Marae's accounting processes are met in an accurate and timely manner. • The payroll for Rehua Marae is processed in accordance with statutory obligations, and in line with employee entitlements. • Financial reports are provided as required in a timely and accurate fashion. • Day to day point of contact for external accountants.
Communication & Relationship Management	<ul style="list-style-type: none"> • Maintains an efficient and effective system for information management, internal communication, correspondence etc. • Ensure that the Paepae, the Board and important parts of the Rehua community are up to date and aware of the upcoming events at Rehua. • The Rehua website is updated and maintained in a way that ensures accuracy and timeliness of information. • Rehua Marae branding is consistent and accurately reflected in all documentation that is produced.
Marae Management	<ul style="list-style-type: none"> • Assists in the co-ordination of relevant hui and meetings (internally and externally). • Ensure that wherever appropriate that cultural requirements at hui and events are organised and of a high quality. • Assists in the wharekai/wharenui when appropriate i.e. Tangihanga • Take and manage bookings for the Marae. • Check timesheets, and provide information for payroll and invoicing purposes. • Kitchen equipment is inventoried weekly and is operational and clean as required.
General Administration	<ul style="list-style-type: none"> • Documentation is prepared in accordance with standard templates and agreed protocols. • Meeting minutes, agendas and supporting documentation is prepared and distributed in an accurate and timely manner. This includes all board meetings. • Office equipment is operational, and any maintenance is attended to as required. • Provides a welcoming, helpful and professional environment for visitors

	to the Marae. • Any other duties of a similar type required by the employer.
Health & Safety	• A proactive role in hazard management is maintained. • Identify any areas of health and safety concern on the marae and prudently develop and apply corrective actions • Demonstrates a commitment to accurate reporting and recording of workplace incidents and injuries. • Ensures that the Board is notified of any incidents or accidents of a serious harm nature in a timely manner.

SECTION 3 – Person Specification

Skill/Knowledge

- Able to manage administrative function of the Marae competently and to a high standard.
- Demonstrated ability to work within a Maori organisation/content and able to meet the tikanga/kawa requirements.
- Experience working as an office administrator, including proficiency in the Microsoft Office suite of products, and knowledge of intermediate level accounting and payroll procedures.
- Attention to detail, particularly within the accounts function of the position.
- Accurate documentation skills.
- Knowledge of Te Reo me onā Tikanga Maori an advantage, but not essential.

Experience

- A strong affinity for the needs and aspirations of the Rehua community, its whānau, hapu and key stakeholders
- At least two (2) years previous administrative experience is desirable.

Behavioural Competencies

- Empathy, Humility and Grace - The ability to understand the emotional make-up of other people. - Skill in treating people according to their emotional reactions. - Capacity to constructively navigate organisation politics. - Cross-cultural sensitivity. - Diplomacy.
- Social Skill - Proficiency in managing relationships and building networks. - An ability to find common ground and build rapport. - Capacity to de-escalate conflict and promote agreement.
- Ensure that values, tikanga and kawa of Rehua Marae is maintained and upheld at all times.
- Build and maintain relationships with whānau associated with the Marae and the Board that demonstrate courtesy, empathy, respect and trust.

I have read and understood the above position description and accept all the above responsibilities incorporated herein.

Signed

On behalf of the employer

Marae Administrator

Date

Date