

POSITION DESCRIPTION

Corporate Services Administrator

Reports to	Corporate Services Manager, Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua Settlement Trust
Position Type	Permanent, Full-time (40 hours per week)
Direct Reports	Nil
Location	Masterton (Whakaoriori)

About Us

The Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua Settlement Trust (the Settlement Trust) is the Post Settlement Governance Entity established to receive and manage the Treaty settlement assets of Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua.

Purpose of Role

The purpose of this role is to provide high-quality administrative support for the Corporate Services function of the Settlement Trust, with a primary focus on maintaining our iwi registration database.

Our Values

Mana	Uphold the mana of Ngāti Kahungunu Iwi from Tāmaki-nui-a-Rua to Wairarapa
Kahungunutanga	Tikanga, kawa, whakapapa and te reo Māori
Hapū	Continue to be hapū led
Whānau	Representation of Ngāti Kahungunu whānau
Kotahitanga	Moving forwards together

Key Relationships	Internal	External
	<p>Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua Settlement Trust:</p> <ul style="list-style-type: none"> • Chief Executive • Chair • Board • Corporate Services Manager • Kaimahi <p>Ngāti Kahungunu ki Wairarapa Iwi Development Trust Pou Whakahaere (General Manager + Kaimahi)</p> <p>Ngāti Kahungunu ki Tāmaki-nui-a-Rua Iwi Development Trust Pou Whakahaere (General Manager + Kaimahi)</p> <p>Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua Iwi Investment Trust Pou Whakahaere (General Manager)</p>	<ul style="list-style-type: none"> • Our Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua whānau • Rangitāne o Wairarapa • Rangitāne Tū Mai Rā Trust • Kahungunu ki Wairarapa • Kaupapa Māori health + social sector organisations • External contractors and suppliers.

Key Result Areas

	<ul style="list-style-type: none"> • Maintaining our iwi registration database to ensure that our members are receiving regular communications from the Settlement Trust. • Taking responsibility for specific functions of the Corporate Services team (for example, HR process related mahi, onboarding paperwork and processes). • Contributing to the delivery of the Corporate Services work programme. • Provision of support to our Whakapapa Committee and Scholarships + Grants Committee when required. • Supporting the Board secretariat mahi as required.
Educational qualifications, experience and skills required	<ul style="list-style-type: none"> • Demonstrates a whānau, hapū and marae centred approach in work undertaken on behalf of the Settlement Trust. • A level of proficiency in te reo Māori or the willingness to learn. • A level of cultural competence in relation to tikanga Māori or the willingness to learn. • High levels of organisational ability, attention to detail and flexibility. • Excellent MS Office and Information Technology skills. • Excellent written and oral communication skills. • Strong interpersonal skills. • Proven integrity and confidentiality. • Ability to work under pressure while exercising considerable personal initiative and tact. • Excellent relationship building skills enabling the establishment of constructive and trusting relationships with all stakeholders. • Is punctual in attending work, meetings, and training. • Uses initiative in resolving problems encountered in carrying out their mahi.
Development and Training	<ul style="list-style-type: none"> • Attends and takes part in training opportunities with an open mind. • Proactively seeks informal feedback on a regular basis. • Identifies development opportunities to assist in own personal growth.
Other tasks or duties as required from time to time	<ul style="list-style-type: none"> • Provides support for adhoc work as it arises.