

 HAWKE'S BAY District Health Board Whakawateaia	POSITION TITLE	ADMINISTRATION COORDINATOR		
	DIRECTORATE	Te Puni Tumatawhanui Health Improvement and Equity	DEPARTMENT	Population Health Service
	REPORTING TO (operationally)	General Manager, Population Health	REPORTING TO (professionally)	N/A
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role covers administration support to the Population Health Service in the Hawke's Bay District Health Board (HBDHB) across both Napier and Hastings sites.			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> To provide Personal Assistant support to the General Manager, Population Health. To provide support to the Executive Assistant of the Executive Director, Health Improvement & Equity as required To provide an efficient, accurate and timely secretarial, word processing and administration service Is actively involved with project management and will lead selected service improvement activities as delegated by management leaders. To operationally and strategically support the delivery of the Hawke's Bay Health Sector vision 			
KEY DELIVERABLES	<p>Administration for Committees / Meetings</p> <ul style="list-style-type: none"> Agenda preparation, distribution and note-taking at delegated meetings for Population Health Service Provide administrative support to Governance level-committees Minutes are generated within the Committees Terms of Reference guidelines, as appropriate, or in a timely manner Actions and progress lists from previous meetings are sent out as per timetable and reviewed and followed up prior to next meeting <p>Administration & Secretarial Support</p> <ul style="list-style-type: none"> Provide professional, confidential and comprehensive administration support to the Health Improvement & Equity Directorate Consult with staff, scheduling calendar invites and collation of all documentation for specific forums/workshops and monitoring attendance Provide project administration, as required Provide support with recruitment functions Prepare and co-ordinate the monthly on call roster for Health Protection Officers, Registered Medical Officer and Medical Officers of Health Undertake any other duties as agreed within the Health Improvement & Equity Directorate Provide administration support for any communicable disease outbreaks All secretarial / administration responsibilities are completed in agreed timeframes and are accurate <p>Relationship Management</p> <ul style="list-style-type: none"> Work collaboratively with all staff to support the Directorate Enhance the delivery of service by ensuring there is professional interface both internally within HBDHB and externally with key stakeholders 			
HEALTH & SAFETY RESPONSIBILITIES	HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are: <ul style="list-style-type: none"> Not to do anything that puts your own H&S at risk Not to do anything that puts others H&S at risk To follow all health and safety policies and procedures To follow all reasonable health and safety instructions (You have the right to cease work if you believe that you, or others, are at risk of serious harm).			
KEY WORKING RELATIONSHIPS	INTERNAL <ul style="list-style-type: none"> Population Health staff Pacific Health Team Medical Officers of Health/Registered Medical Officer Maori Health Service Executive Management EAs Napier Health Centre staff Fleet Office – Hastings Information Technology Service People and Quality Team/Recruitment NHC staff HBDHB staff 		EXTERNAL <ul style="list-style-type: none"> Health Providers outside HBDHB General Public Air New Zealand Accommodation Providers Local Councils Ministry of Health Non-Government Organisations 	

DELEGATION AND DECISION	Nil
HOURS OF WORK	80 per fortnight
EMPLOYMENT AGREEMENT & SALARY	In accordance with the LNI DHB / PSA Administration / Clerical Multi Employer Collective Agreement (MECA / SECA) \$44,840 to \$55,754 gross per annum according to qualifications and experience
DATE	April 2019
EXPENDITURE & BUDGET ACCOUNTABILITY	Nil
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> ▪ <i>Able to identify problems and processes and provide solutions</i> ▪ <i>Works across both Napier and Hastings as required to provide administration service to the Directorate</i> ▪ <i>Effectively manages time and prioritises workload to ensure project work is completed within the agreed time.</i>

ESSENTIAL CRITERIA

Qualifications

- *Minimum NCEA Level 2*

Experience

- *Previous experience in an Administrator and/or Secretarial role*
- *Comprehensive understanding of high-level clerical and administration functions.*
- *Excellent communication skills, ability to communicate with a wide range of people.*
- *Can be relied upon to effectively manage highly confidential issues.*
- *Demonstrates planning, organisational skills which show attention to detail and innovative thinking.*
- *Able to build effective and positive relationships with key personnel within and external to the service.*
- *Self-motivated, innovative, flexible and able to work autonomously or as part of a team.*

Business / Technical Skills

- *Excellent computer skills – in Microsoft Work, Excel, Power point and Outlook*
- *Demonstrates an understanding of continuous quality improvement*
- *Data entry experience*
- *Experience with minuting meetings*
- *Customer service skills and experience*
- *Driver Licence*

Key Attributes

- *Effective communication skills*
- *Positive attitude with problem solving focus*

Effectively Engaging with Māori

- *Demonstrates the ability to engage effectively with Māori staff and patients.*
- *Demonstrates ability to apply the Treaty of Waitangi within the Service.*
- *Shows commitment to, and demonstrates the behaviours of the health sector.*

Physical requirements for role:

DESIRABLE CRITERIA

Experience

- *A good knowledge of the health sector*
- *Demonstrated ability to communicate effectively with a wide range of people*
- *Ability to use initiative and respond to a variety of demands with enthusiasm and flexibility*
- *Ability to contribute effectively to multidisciplinary team*

Business / Technical Skills

- *Excellent knowledge of Microsoft Office tools.*
- *Excellent communications skills, written and oral.*
- *Advanced IT skills*



Our Vision and Values

Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



HE KAUANUANU RESPECT

Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

ĀKINA IMPROVEMENT

Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

RARANGA TE TIRA PARTNERSHIP

Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

TAUWHIRO CARE

Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.