

POSITION DESCRIPTION: Executive Administrator

About Adventure Development	
Vision - <i>the ambitious future state we are working towards</i>	Empowering young people to live connected and meaningful lives.
Treaty Commitment - <i>how we express our commitment as a Treaty partner</i>	ADL works for Pae Ora/ healthy futures as determined by Māori and uphold the articles of Te Tiriti o Waitangi in our service to ensure equitable outcomes.
Mission - <i>how we work to realise our Vision and Treaty Commitment, our unique contribution</i>	ADL is a trusted not-for-profit providing accessible and sector-leading youth wellbeing, mental health, and substance misuse services.
Purpose - <i>the reason we exist, the measurable difference we want to see realised in young people's lives</i>	<p>ADL's purpose, for the young people we are invited to work with, is to:</p> <ol style="list-style-type: none"> 1. Increase their psychological wellbeing 2. Ensure they have more resources to live a resilient, meaningful life 3. Optimise our resources so that as many young people as possible have free, timely access to skilled practitioners who are well trained, resourced and supported in best practice service delivery. 4. Resource their whānau to support them to respond to life events with resiliency. <p>Additionally, ADL will:</p> <ol style="list-style-type: none"> 5. Resource communities to support their young people to respond to life events with resiliency. 6. Contribute positively to the sector so those working with young people and their whānau have the skills, training opportunities, knowledge, and attitudes to support positive change.
Our Kaupapa: - <i>our values, how we go about all that we do, what is important to us</i>	<p style="text-align: center;"><i>Tika and Excellence</i> <i>"Doing what's right, and just, and doing it well"</i></p> <p style="text-align: center;"><i>Mauri and Dignity Enhancing</i> <i>"Actively holding hope and vision for the future, everyone is valued and valuable"</i></p> <p style="text-align: center;"><i>Kia tina and Adventure</i> <i>"Having big dreams and going for them"</i></p> <p style="text-align: center;"><i>Kotahitanga and Relationship</i> <i>"Journeying together, doing it with heart"</i></p>

Position Purpose – Executive Administrator

ADL is a well-established and dynamic organisation which is a funded provider of mental health services for young people and their whānau.

The role of Executive Administrator is to provide administrative and operational leadership across key areas of the organisation, as well as providing high level Executive Administration support.

All ADL Team members are expected to ensure that interactions with stakeholders, clients, and their whānau are engaging and respectful and provide a service that reflects the principles of the Treaty of Waitangi and includes working in partnership with iwi, hapu and whānau.

Reports to:	Chief Executive
Direct Reports:	Administration Team Leader
Indirect Reports	4
Location	Dunedin

Position Responsibilities
 (Please read carefully substantial portion of these are in the hands of others but overseen by this role).

Administration Leadership	<ul style="list-style-type: none"> • Provides leadership across all ADL administrative workstreams • Functions as the conduit between the Administration Team and the Executive Leadership Team. <p><i>Oversee the following, which is completed by the Administration Team Leader</i></p> <ul style="list-style-type: none"> • Administration Team Management • Clinical Administration Management • HR Administration • Travel Administration • Insurance Administration • H&S Administration.
Cultural competency	<p>Ensure that all responsibilities of this role and all areas led by this role reflect and apply the principles of Te Tiriti o Waitangi.</p> <p>This includes leading the Administration Team to meaningfully engage cross culturally across a diverse staff team, partners, and stakeholders.</p> <p>Commitment to the ongoing development of their own and their team’s Māori and cross-cultural competencies.</p>
Administration support to the Executive Leadership Team	<p>Provide executive administration support to the Chief Executive and wider ELT members, including:</p> <ul style="list-style-type: none"> • Administration support for Executive Leadership Team meetings • Coordination of ELT reports to the Board • Project and documentation support for ELT projects • Maintain and monitor a register of ELT projects • General executive administration support for the Chief Executive • Coordinate administrative support for ELT members, drawing on the administration team, proactively managing the appropriate allocation of available resources.
Fleet Management	<p>Implement and monitor ADL’s vehicle and fleet management strategy, policy, and procedures, including:</p> <ul style="list-style-type: none"> • Maintain supervision of the ADL fleet and ensure processes are in place so that all vehicles are well maintained, safe and fit for purpose • Oversee systems and processes for ADL fleet to ensure vehicle registers and databases are maintained • Provide regular assurance and reporting to ELT on the status of ADL fleet.

Building Management	<ul style="list-style-type: none"> • Manage all ADL buildings (owned or leased) and ensure process are in place so that all buildings are well maintained, safe for clients and staff, and are fit for purpose • Maintain key relationship with landlords • Provide regular assurance and reporting to ELT on the status of ADL buildings • Lead the development and implementation of ADL's building management policies and procedures • Oversee systems and processes for building maintenance and management ensuring that procedures are being followed and documented and all registers and databases are maintained.
Procurement Management	<p>Management of delegated preferred supplier relationships:</p> <ul style="list-style-type: none"> • Ensure that ADL gets the best service and value for money possible • Regularly review our purchasing terms with key suppliers to ensure that an effective mix of supply, cost, quality, and standard of service.
Policy Administration	<p>Responsible for the administration of ADL's policy suites, including:</p> <ul style="list-style-type: none"> • Maintain ADL's register of policies • Coordinate the policy review schedule and provide support for policy owners to complete policy reviews on time.
Emergency Management Administration	<ul style="list-style-type: none"> • Provide administrative support for Emergency Management, including provisioning of supplies • Participate as a member of ADL's Emergency Response Team.
Special Projects	<ul style="list-style-type: none"> • Contribution to and support of special projects as required
Local Administration for Te Hono (this is ADL's Whole of Organisation Office)	<p>Responsible for the local administration of Te Hono; this includes:</p> <ul style="list-style-type: none"> • Assist in preparing and monitoring Te Hono budgets • Administer Te Hono compliance tasks including, but not limited to, health and safety, and accreditation requirements • Ensure the look and feel of the Te Hono is welcoming and aligns with ADL branding • Procurement of goods and services for Te Hono • Actions building maintenance and fleet administration tasks are completed for Te Hono.
Other	<ul style="list-style-type: none"> • Other duties as may be reasonably assigned to this position and for which the position holder has received adequate training or instruction.

KEY RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> • Chief Executive • Executive Leadership Team • Ngā Hononga (Whole of Organisation Team) • Service Leaders • Administration Team • Area Teams 	<ul style="list-style-type: none"> • Suppliers • Landlords • Relevant outside organisation and service providers

PERSON SPECIFICATION		
Requirement	Essential	Desirable
Education/Qualifications	Intermediate or above certification in Microsoft word and Microsoft excel (although relevant experience may be considered if a certification is not held).	A tertiary qualification in business management, administration, or project management.
Knowledge and Experience	<ul style="list-style-type: none"> • Executive Administration experience • Relevant experience in procurement, fleet management, supplier relationships and contracts • Previous experience in leading a team or demonstrated capability to take on a leadership role • Demonstrated experience working effectively as part of a cohesive team • Demonstrated capability of engaging cross culturally • Working effectively with diverse audiences • An understanding of the range of issues facing young people in New Zealand, including equity issues. 	<ul style="list-style-type: none"> • Experience with tenders, procurement contracts and document management • Knowledge of privacy requirements in the health setting • Experience with databases and financial management systems • Understanding of equity in relation to their role within a youth mental health provider context.
Skills	<ul style="list-style-type: none"> • Can effectively plan and organize a project, allocating time in a manner which achieves priorities and allows for contingencies. • Demonstrated speed, accuracy, and proficiency in the use of Microsoft suite – Outlook, Word, Excel, PowerPoint • Excellent report writing skills • Effective time management skills • Can confidently present information and facilitate meetings and workshops • Excellent interpersonal and communications skills. 	<ul style="list-style-type: none"> • Excellent analytical skills and ability to write a sound business cases
Attributes	<ul style="list-style-type: none"> • The ability to work effectively under pressure and to prioritise workloads • The ability to work unsupervised and to make decisions within their scope • Thrives in a team environment 	<ul style="list-style-type: none"> • Achievement orientated – strives to achieve the best outcomes for ADL and the young people that we serve • Ability to cope with change and learn new ways of working

	<ul style="list-style-type: none"> • Maintains strict confidentiality at all times • Excellent attention to detail. • Proactive in identifying and acting upon opportunities • Gains personal fulfilment from being an integral part of an organisation that improves the lives of young people • Can set goals for themselves and implement, plan, and process the steps to achieve these. • Commitment to understand the complexities of ADL and its rich history. 	<ul style="list-style-type: none"> • Forward looking perspective that allows for contingencies and evolving situations.
<p>The way we work (expected behaviours)</p>	<p>Stewardship of resources We endeavour to make the most effective use of the resources available to us while at work, be they financial, material, time, environmental, relationships. We take the view that, to the best of our ability, these resources should be used to maximise the benefit to the young people we work with, their whānau and the communities they and we live in.</p> <p>The wellbeing of ourselves and others We will ensure that our actions while at work enhance our own wellbeing and that of others.</p> <p>Diversity, discrimination, and stigmatisation We will act in ways that enhance expressions of diversity, challenge discrimination and reduce stigmatisation. We will act in these ways within the workplace, with our clients and their whānau and in our communities.</p> <p>Integrity We will ensure that our behaviour while at work would always bear the scrutiny of others. In situations where we are unsure about the right thing to do or we think we may have a conflict of interest, we will ask and seek guidance. If we see someone else behaving in a way does not line up with our values we will not ignore it but address it with them and someone else if necessary.</p> <p>Connection, relationship, and trust We place high value on relationships and will work to ensure that they are healthy and supportive. We know that trust needs to be cultivated and commit ourselves to this. We also understand that there are circumstances where confidentiality must be upheld.</p>	

Health & Safety

Adventure Development believes the engagement of all team members in Health and Safety management is essential for good Health and Safety practice. All ADL team members will demonstrate their commitment to Health and Safety by:

- Ensuring their own Health and Safety and that of others around them
- Being actively involved in the management of hazards and risks their position might be exposed to
- Participating in all Health and Safety initiatives that apply to their position, and any other initiatives of interest
- Providing suggestions and solutions for the improvement of Health and Safety practices at ADL.