

POSITION DESCRIPTION: Administrator

About ADL	
Vision - the ambitious future state we are working towards	Empowering young people to live connected and meaningful lives.
Treaty Commitment - how we express our commitment as a Treaty partner	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 - how we work to realise our Vision and Treaty Commitment, our unique contribution	ADL is a trusted not-for-profit providing accessible and sector-leading youth wellbeing, mental health, and substance misuse services.
Purpose - the reason we exist, the measurable difference we want to see realised in young people's lives	<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 whanau 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: - our values, how we go about all that we do, what is important to us	<p><i>Tika and Excellence</i> "Doing what's right, and just, and doing it well"</p> <p><i>Mauri and Dignity Enhancing</i> "Actively holding hope and vision for the future, everyone is valued and valuable"</p> <p><i>Kia tina and Adventure</i> "Having big dreams and going for them"</p> <p><i>Kotahitanga and Relationship</i> "Journeying together, doing it with heart"</p>

Position Purpose	
<p>ADL is a growing, dynamic organisation which as a funded provider of mental health services for young people and their whānau and a registered charity involves a wide range of stakeholders.</p> <p>The is a new position that will provide administration and coordination support for the Ngā Hononga Team as well as providing essential day-to-day office administration.</p> <p>The Administrator will ensure that all interactions with employees, stakeholders, clients, and their whānau are engaging and respectful and provide a service that reflects the principles of the Treaty of Waitangi.</p> <p>This role requires exceptional organisational skills and the ability to prioritise and manage a varied workload. This role is ideal for someone eager to grow, learn new skills, and contribute positively to a collaborative team environment.</p> <p>Sizing of responsibilities below are indicative only, movement between the categories will be managed through the Executive Administrator.</p>	
Reports to:	Executive Administrator
Direct Reports:	N/A
Location:	Dunedin
Position Responsibilities	
Nga Hononga Team Support (approx .25 fte)	Provide administration support for Ngā Hononga work programmes under the direction of the Executive Administrator, this could include (but is not limited to): <ul style="list-style-type: none"> • Maintaining ADL's register of policies and review schedule. • Providing administrative support for projects. • Provide support for meetings, events, and trainings (including agenda, minutes, venues, catering and IT support). • Administrative to support fleet and building management. • Support internal and external ADL trainings. • Monitor, respond to, and action staff travel/accommodation booking requests within policy and procedure settings.
Health, Safety & Wellbeing Administration (approx .2 fte)	Provide Health, Safety and Wellbeing administration for ADL under the direction of the Operations Leader, including: <ul style="list-style-type: none"> • Support the implementation H&S and wellbeing initiatives across the organisation. • Coordinate H&S Team meetings. • Prepare reports and information as required. • Act as the go-to contact for employee questions about H&S policies and procedures. • Function as a H&S Representative for the Te Hono Office. • Oversee and implement ADL's H&S Calendar.
Office Administration (approx .15 fte)	Responsible for the local administration of Te Hono; this includes: <ul style="list-style-type: none"> • Assist in preparing and monitoring Te Hono budgets.

	<ul style="list-style-type: none"> • 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. • Provide administrative support for induction of new staff members in Te Hono. • Procurement of goods and services for Te Hono within authorised limits, including, but not limited to, catering, printing stationery and kitchen/cleaning supplies. • Building maintenance administration functions for Te Hono, including key point of contact for the landlord and contractors. • Fleet management administration for Te Hono vehicles, which includes, but is not limited to, arranging WOF, servicing, registration and repairs.
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.

Health & Safety

ADL 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.
- With appropriate support and/or training provide suggestions and solutions for the improvement of Health and Safety practices at ADL.

Key Relationships

Internal	External
<ul style="list-style-type: none"> - Executive Administrator - Executive Leadership Team - Ngā Hononga (Whole of Organisation Team) - Administration Team - Service Leaders - Finance & Information Systems Team 	<ul style="list-style-type: none"> - Suppliers and Funders - Relevant outside organisations and service providers

Person Specifications

Requirement	Essential	Preferred
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	<p>Intermediate to Senior level administration and coordination experience.</p> <p>A high level of communication and relationship management skills.</p> <p>Advanced planning and organisation skills, with strong attention to detail.</p> <p>Demonstrated ability to use initiative to prioritise work efficiently, under pressure and to tight deadlines.</p> <p>Proven experience in process/system improvement.</p>	<p>Experience working in the health or government sectors.</p> <p>Understanding of employers' obligations under the Health and Safety At Work Act.</p>
Personal Attributes	<p>Ability to work well as a part of a high functioning team.</p> <p>Maintains strict confidentiality at all times.</p> <p>Well-developed interpersonal and communication skills, both written and verbal.</p> <p>A highly motivated, achievement orientated and innovative approach.</p>	<p>Gains personal fulfilment from being an integral part of an organisation that improves the lives of young people.</p>
The way we work (expected behaviours)	<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</p>	

	<p>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>
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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.