

ROLE PROFILE – ADMINISTRATION ASSISTANT

DEPARTMENT	CE Office
ROLE REPORTS TO	Executive Assistant
REPORTING TO THIS ROLE	NIL
WORKING WITH THIS ROLE	Te Pae Urungi, Te Apārangi.
LIAISES WITH INTERNAL	Other staff
LIAISES WITH EXTERNAL	Clients, vendors, third party interests and stakeholders,

BACKGROUND: MĀORI TELEVISION

Māori Television is New Zealand’s indigenous broadcaster, providing a wide range of local and international programmes for audiences across the country and online.

Our Vision

Māori language is a taonga (treasure) at the heart of Māori culture and New Zealand’s unique cultural identity. Our vision is for Māori Television to be "Te Kūaha ki te Ao Māori". Launched in 2004, Māori Television has two key long-term objectives:

- To significantly contribute to the revitalisation of the Māori language; and
- To be an independent Māori television service that is relevant, effective and widely accessible.

Outcomes Framework

We are working towards four outcomes:

1. More people value te reo me ngā tikanga Māori as part of our national identity. We will create, obtain and deliver content that enables people to value the Māori language and culture as a unique identity of Aotearoa. We will deliver content that supports people to use and learn the language, and celebrates the Māori culture. We want to reach out to as many people as possible, and we will have relationships with more people and partners so te reo Māori is heard and spoken throughout our communities.
2. More young people are excited about te reo Māori me ngā tikanga Māori. We will create, obtain and deliver content that excites young people about te ao Māori and inspires them to value and use te reo Māori me ngā tikanga Māori.
3. More people are engaged with high quality reo Māori and Māori content. We will create, obtain and deliver content that is well made and has a unique point of difference that will engage audiences and be available on various platforms. Our reo Māori content will be of high quality and will target audiences of different reo Māori abilities. We will produce content that provides Māori with an opportunity to learn more about their past to prepare them for their future.

4. Our organisation inspires the revitalisation of te reo Māori me ngā tikanga Māori. We will provide an organisational culture that supports our people and partners to use te reo Māori me ngā tikanga Māori in an innovative and creative way.

PURPOSE AND PRIMARY GOALS OF ROLE:

Reporting directly to the Executive Assistant, the Administration Assistant provides administrative support to the Tāhuhu Rangapū, Board of Directors, as well as Te Pae Urungi (Senior Leadership Team). The Administration Assistant serves as the primary support person for the Executive Assistant & the Tāhuhu Rangapū.

Key Result Areas (KRAs)	Critical Tasks (CTs)	Key Performance Indicators (KPIs)	Competencies
Coordination of meetings and similar events	<ul style="list-style-type: none"> • Receive internal or external requests and instructions for meeting or event • Liaise with groups involved in the meeting or event and clarify arrangements • Keeping diary of all appointments • Organise office • When responsible and if required, issue all formal invitations/notifications • When responsible, ensure venue and catering • When responsible, organise relevant travel and accommodation • When responsible, ensure adequate documentation of the event 	<ul style="list-style-type: none"> • Meetings organised as required • Meetings are well organised • Information entered in the diary as soon as sufficient clarification has been obtained • Executive Assistant is briefed each morning about appointments for Tāhuhu Rangapū & Te Pae Urungi that day • Organise office systems to correlate to general office systems • Accurate, concise and polite • Invitations/notifications as and when required • Meeting or event runs smoothly, all logistics covered • Travel and accommodation organized as required • Agenda and schedules completed as required • Minutes and diary notes completed as required 	<ul style="list-style-type: none"> • Listening and comprehension • Precise communication skills • Excellent attention to detail • Strong interpersonal skills with the ability to communicate effectively with people from various backgrounds and establish sound business relationships • Discretion and confidentiality • Ability to set out agenda and timetable • Methodical and highly organised • Excellent time management • MS Outlook or similar online diary • Ability to keep a paper diary • Ability to review procedures, implement process improvements • Flexibility and initiative
Effective document management	<ul style="list-style-type: none"> • Process & archive inward & outward correspondence including emails 	<ul style="list-style-type: none"> • Correspondence processed and archived in folders in a timely manner 	<ul style="list-style-type: none"> • Word processing and database skills

	<ul style="list-style-type: none"> • Minute meetings and diary note conversations and meetings as required • File inward and outward mail • Maintain working files • Retrieve files • Liaise with Managers and staff to ensure timely provision of regular weekly and monthly reports to the Tāhuhu Rangapū 	<ul style="list-style-type: none"> • Irrelevant mail filtered out • Drafted reports presented as per instructions and finalised accordingly • Minutes and diary notes completed as required • Ability to retrieve files quickly upon request • Reports are submitted to the Tāhuhu Rangapū on time 	<ul style="list-style-type: none"> • Attention to detail • Ability to analyse and filter mail • Document editing • Email • Strong filing skills • Strong interpersonal skills with the ability to communicate effectively with people from various backgrounds and establish sound business relationships • Discretion and confidentiality
General Office Duties for Tāhuhu Rangapū & Te Pae Urungi	<ul style="list-style-type: none"> • Maintain contact databases, including email, phone and postal details • Ensure that Tāhuhu Rangapū & Executive Assistant are fully resourced with stationary, equipment, etc. • Receive and provide visitors to Tāhuhu Rangapū with refreshments, i.e. tea and coffee as and when required 	<ul style="list-style-type: none"> • Contacts easily accessed by Tāhuhu Rangapū • Tāhuhu Rangapū is not required to source general office equipment • Visitors are communicated with and comfortably settled within 10 minutes of arriving at MTS 	<ul style="list-style-type: none"> • Well organised • Methodical and highly organised • Resourceful • Ability to source materials • Methodical and highly organised • Able to address basic catering such as making coffee, etc. • Demonstrates manaakitanga
Related duties	<ul style="list-style-type: none"> • Perform other related duties as assigned 	<ul style="list-style-type: none"> • Other duties are executed as required 	<ul style="list-style-type: none"> • Flexible approach
Personal Development	<ul style="list-style-type: none"> • Participate in MTS assigned training and coaching courses 	<ul style="list-style-type: none"> • 100% attendance • Use knowledge in practice 	<ul style="list-style-type: none"> • Application of knowledge

<p>RESOURCE REQUIREMENTS</p> <p>Tools</p> <p>Laptop Desk Cell phone</p> <p>Hours:</p>	<p>PERSON SPECIFICATION</p> <p>Essential Experience</p> <p>Minimum of 3 years' administration & support experience.</p> <p>Microsoft Office experience.</p> <p>Exceptional written & verbal communication skills.</p>	<p>OTHER</p> <p>Travel</p> <p>Travel is primarily local during the business day, although some out-of-area travel may be expected.</p> <p>Work Environment</p> <p>This job operates in a professional office environment. This role</p>
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<p>This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. This position regularly requires long hours and occasional weekend work as job duties demand.</p>		<p>routinely uses standard office equipment such as laptop computers and smartphones.</p> <p>Physical Demands</p> <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.</p> <p>While performing the duties of this job, the employee is regularly required to talk or hear. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.</p>
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CONTRIBUTION TO MĀORI TELEVISION

- To ensure that any ideas that may enhance the productivity or systems of the company are brought to the attention of your manager;
- Communicate care and passion for the Māori Television Brand;
- Strive to be positive and constructive at all times;
- Straight talking about the facts of the situation – open discussions are the best way to find solutions;
- Help others through communicating clearly;
- Deliver on commitments;
- Support all of the team that you are working with to ensure the achievement of goals;
- Volunteer for projects as is practical outside your normal scope to widen your contribution to the overall success of the company;
- Adhere to all company policies;
- Carry out any other tasks that arise to meet the operational needs of Māori Television

LIVING OUR VALUES

Māori Television is a leader in media content and technology. We succeed because of the talents and commitment of our people. We can all contribute to making Māori Television a great place to be, to have fun and succeed – for ourselves and the reason we are here to best support the reason we are all here, *Te Kūaha ki te Ao Māori*. We have four values about how we get along. They sum up how we do work here at MTS. By applying these values in our work, we can make our work more constructive and rewarding. The principles that guide and rule how we will operate and work together are:

- Kia Tika - Be professional and maintain high standards;
- Kia Pono - Be truthful, honest and act with integrity;
- Kia Aroha - Be respectful and demonstrate empathy;
- Kia Māori - Maintain core Māori values.

	The Employee	On behalf of Māori Television
Name		
Signature		Position: Signature:
Date		Date: