



TE RARAWA

TE RARAWA ANGA MUA JOB OUTLINE

(for provision to interested applicants, internal & external)

ROLE DETAILS	
TŪRANGA MAHI JOB TITLE	Tai Tuia Administrator
PORTFOLIO	Tātai Whetū - Te Reo Manawa
WHAKATAU KI REPORTS TO	<ul style="list-style-type: none">In the first instance, Tai Tua, Tātai Whetū Portfolio LeadOverall to Tai Niwhaniwha General Manager
PŪTAKE TŪRANGA ROLE PURPOSE	<p>The Administrator is the organisational hub of the Ngā Manu Mātauranga kaupapa. The role provides seamless administrative support, manages key financial processes like the Unmet Basic Needs Fund, coordinates team logistics, and acts as the first point of contact for whānau and stakeholders.</p> <p>Provide essential administrative, financial, and logistical backbone for the Ngā Manu Mātauranga kaupapa. This role ensures the team runs smoothly and efficiently, allowing Whānau Learning Engagement Kaimahi to focus their time on frontline mahi with whānau.</p>
WĀ ROANGA TERM <ul style="list-style-type: none">Type of employmentHours & days of workSalary range per annum (gross)Start DateTrial period	<p>Permanent, full time, individual employment agreement</p> <p>37.5 hours per week, Monday to Friday, between the hours of 8.30am to 5pm (flexible) to best meet the needs of the role, the employer and the employee</p> <p>\$55k-\$60k, to be negotiated based on skills and experience</p> <p>Monday 17 November 2025 - subject to satisfactory police vetting results</p> <p>90-days</p>
WĀHI MAHI WORK LOCATION	16 Matthews Avenue, Kaitaia
MĀNGAI PŪTEA FINANCIAL DELEGATION	Nil
DIRECT REPORTS	Nil
WORKING CONDITIONS	<p>Physical demands Primarily office-based</p> <p>Work environment Office-based work</p> <p>Travel requirements Minimal travel required</p>
INTERPERSONAL RELATIONSHIPS	<p>Internal</p> <ul style="list-style-type: none">Tai Tua Portfolio Lead, Tai Niwhaniwha, Te Rarawa Anga Mua Kaimahi, in particular the Whānau Learning Engagement Kaimahi, Tai Oro Business Analyst - <i>For daily support, coordination, logistical planning, financial processing</i>Te Rūnanga o Te Rarawa Kaimahi <p>External</p> <ul style="list-style-type: none">Ministry of Education Contract ManagerWhānau whānui, ākongaKura/Schools, Community Service Providers, vendors <i>For first point of contact, scheduling, processing payments</i> <p>Hui Weekly team hui</p> <p>Clients of this role The internal team is the primary client, ensuring they are supported to do their work</p>
DECISION-MAKING & PROBLEM-SOLVING	<p>Level of autonomy High autonomy in managing daily administrative tasks and prioritising workload. Financial decisions or changes to processes must be approved by the Tai Tua</p>



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	<p>Types of decisions made</p> <p>Prioritising competing administrative tasks; troubleshooting scheduling conflicts; selecting office supply vendors within budget</p> <p>Common challenges</p> <p>Managing last-minute changes to schedules; tracking down practitioners who are out in the field; ensuring all financial records are perfectly accurate for auditing</p>
DELEGATED AUTHORITY	Authority to manage day-to-day office operations and make purchases within an agreed budget and provide input on administrative budget needs
RESOURCES	<p>To ensure the Tai Tuia Administrator can carry out their role effectively, the following resources and software will be allocated:</p> <ul style="list-style-type: none">Laptop and mobile phoneMinistry of Education's Case Management System (CMS) for referral intakeMicrosoft 365 (Teams, Outlook, Word, Excel) financial software (e.g., Xero)

TE RARAWA ANGA MUA CHARITABLE TRUST

Te Rarawa Anga Mua is a wholly owned subsidiary of Te Rūnanga o Te Rarawa. Te Rarawa Anga Mua was established through the Te Rarawa Treaty settlement legislation.

Te Rarawa Anga Mua has been established as a Social Development Trust to support the inter-generational development of Te Rarawa whānau, hapū and iwi. Te Rarawa Anga Mua is focused on advancing social, environmental, cultural and economic well-being. The Te Rarawa Anga Mua Board has five Trustees.

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O TĀTOU WHAINGA OUR VISION	<p>Ko ngā whānui o Te Rarawa, kei te tūkaha ki tō rātou tuāriki tangata, kei te piri pūmau ki tō rātou marae, kei te mau tonu te manawa ki ngā mahi awhina.</p> <p><i>Te Rarawa whānau strong in their identity, active with their marae, and making a contribution.</i></p>
O TĀTOU KAUPAPA OUR MISSION	<p>Ko Te Rūnanga o Te Rarawa te kaiarataki kia ārahina ngā hapū a iwi ki te kaiwhakamanawa i tō mātou mana whenua, mana tangata, me ngā rangatiratanga i raro i te whakatōpūtanga o Te Rarawa whānui, whānau, hapū, iwi.</p> <p><i>To provide the means for hapū and marae to develop their resources within each rohe, to enhance the wellbeing of all Te Rarawa.</i></p>

KEY RESULT AREA	KEY ACTIONS	EXPECTED OUTCOMES
Collaboration & Principles	<ul style="list-style-type: none">Conduct yourself in a way that upholds the mana of Te Rarawa Anga Mua recognising that your actions impact widely in the rohe.Ensure culturally, and linguistically diverse populations are supported in a culturally appropriate manner.Be mindful of institutional racism and proactively seek to minimise barriers to access services, programmes and supports.	<ul style="list-style-type: none">All programmes and services within the portfolio are designed and delivered in alignment with the principles of the Dynamics of Whanaungatanga me Te Tiriti o Waitangi.
Te Tiriti o Waitangi	<ul style="list-style-type: none">Build and maintain strong relationships with Māori communities, incorporating their perspectives and needs into programme design, planning and implementation to ensure culturally responsive service delivery.	<ul style="list-style-type: none">Equity and respecting the rights of Māori is upheld at all times.



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	<ul style="list-style-type: none"> Foster a team environment that values and promotes cultural competence, ensuring that Kaimahi are trained and knowledgeable about Te Tiriti o Waitangi and its implications for social services work. 	
Mana o Te Rarawa	<ul style="list-style-type: none"> Uphold the mana of Te Rarawa in all activities, engagements and interactions with all stakeholders. Preserve and promote Te Reo o Te Rarawa including its cultural heritage. Increase participation in cultural activities and events through Te Rarawa Anga Mua programmes. Integrate cultural values and practices in day-to-day operations. Ensure all programme activities and events are held on either Marae or ngā kura Māori within Te Rarawa, Te Hiku o Te Ika and/or Te Tai Tokerau rohe, where practicable. 	<ul style="list-style-type: none"> Mana of Te Rarawa upheld, cultural heritage preserved and promoted. Participation in programmes is increased and evidenced. Programme activity records demonstrate delivery held on Marae or ngā kura Māori.
Health, Safety & Wellbeing	<ul style="list-style-type: none"> Take responsibility for your own health, safety and wellbeing. Actively contribute to a culture of wellbeing across Te Rarawa Anga Mua services and programmes, and the Mana Ake network. Ensure no action or inaction on your part endangers anyone else you work with. Be familiar with relevant health and safety policies and procedures of Te Rarawa Anga Mua and the environments you work in. Promote a safe and physical environment for all our people and whānau. 	<ul style="list-style-type: none"> Carry out all actions in a responsible, safe and healthy manner, as guided by health and safety policies and procedures.
Service Coordination & Logistics	<ul style="list-style-type: none"> Manage the intake and allocation of all new referrals. Coordinate scheduling for team hui, supervision, and wānanga. Manage bookings for fleet vehicles and other resources. 	<ul style="list-style-type: none"> The service runs smoothly and professionally. Practitioners are well-supported to spend their time on frontline mahi.
Financial Administration	<ul style="list-style-type: none"> Administer the Unmet Basic Needs Fund, including processing applications and payments. Maintain meticulous records and receipts for all fund expenditure. Assist with processing invoices and other financial tasks. 	<ul style="list-style-type: none"> The Unmet Basic Needs Fund is managed effectively and compliantly. All financial records are accurate and transparent.
Team & Office Support	<ul style="list-style-type: none"> Provide high-level administrative support to the Tai Tua and wider team. Manage office supplies, equipment, and vendor relationships. Act as the first point of contact for all incoming calls and visitors. 	<ul style="list-style-type: none"> The team is well-resourced and supported. The office environment is professional and welcoming.
Health, Safety & Wellbeing mahi specific to the role	<ul style="list-style-type: none"> Act as the office's Health & Safety representative. Maintain H&S records and assist with emergency procedures. 	<ul style="list-style-type: none"> TRAM's Health and Safety policies are upheld. A culture of wellbeing is actively promoted within the team.
Percentage of time spent on each result area (approximately):		



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KEY RESULT AREA	KEY ACTIONS	EXPECTED OUTCOMES
<div>1. Service Coordination: 40%</div> <div>2. Financial Administration: 25%</div> <div>3. Team & Office Support: 25%</div> <div>4. Health & Safety mahi: 10%</div>		
JOB SPECIFIC COMPETENCIES		
<p>Te Rarawa has adapted the Dynamics of Whanaungatanga - Social Practice Framework to support all employees in their role and function. It highlights key competencies like tika, pono, and aroha as the cornerstone to 'Address, Restore, and Enhance the Tapu of Tangata so they have their Mana to achieve their Goals in Life.'</p> <p>The framework encourages meaningful collaboration and cultural sensitivity, aiming to empower organisations and individuals to support Māori wellbeing and cultural revitalisation. It guides the creation of inclusive environments and equitable outcomes across Aotearoa. Behavioural expectations align with our values, mission, behaviours, and Code of Conduct of all Kaimahi. To succeed in your role, you will need to demonstrate the behaviours and attitudes as described.</p>		
TECHNICAL AND SPECIALIST CAPABILITIES		
EXPERTISE, KNOWLEDGE & SKILLS	<div><div></div><div>Experience in a senior administration role is valued.</div></div> <div><div></div><div>Strong financial administration skills (experience with Xero is a plus), high proficiency in Microsoft 365.</div></div> <div><div></div><div>Exceptional organisational and time-management skills, excellent interpersonal skills, proactive, able to multitask effectively.</div></div> <div><div></div><div>A working knowledge of office management procedures, basic financial processes, and understanding of confidentiality and privacy.</div></div> <div><div></div><div>Mana-enhancing, welcoming, unflappable under pressure, a natural planner who enjoys creating order.</div></div> <div><div></div><div>Current full driver's license.</div></div>	
PERSONAL ATTRIBUTES	<div><div></div><div>Critical Thinking: Demonstrate a keen ability to analyse complex situations, assess varying perspectives, and formulate well-informed decisions.</div></div> <div><div></div><div>Problem Solving: Ability to challenge with creativity and persistence, adept at identifying root causes and implementing effective solutions.</div></div> <div><div></div><div>Innovation/ Curiosity: Shows a natural thirst for knowledge, actively seeks to explore innovative ideas, and embraces opportunities for continuous learning.</div></div> <div><div></div><div>Resilient: Maintains composure and adaptability in the face of adversity, demonstrates perseverance and a steadfast commitment to overcoming obstacles.</div></div> <div><div></div><div>Self-aware and agile: Shows a deep understanding of personal strengths and areas for growth, capable of swiftly adjusting strategies to meet evolving circumstances.</div></div> <div><div></div><div>Honest and courageous: Exemplifies integrity and transparency in all interactions, unafraid to uphold principles and make tough decisions with integrity.</div></div>	
APPLICATION PROCESS		
<p>Please send your cover letter & CV to medadane@terarawa.co.nz</p> <p>Please provide details for two current referees, including at least one who you currently report to or have reported to directly. By submitting this application, you confirm that you have notified your referees and obtained their consent for us to contact them.</p>		
Applications close: Monday 20 October 2025, 8am	Interviews held: Tuesday 28 to Thursday 30 October 2025	