

## **Kaimahi – Position Description**

### **New Zealand Playcentre Aotearoa Vision/Mission:**

Whānau Tupu Ngātahi - Families growing together.

Playcentre is a family organisation where:

- we empower adults and children to play, work, learn and grow together
- we honour Te Tiriti o Waitangi and celebrate people's uniqueness
- we value and affirm parents as the first and best educators of their children so that whānau are strengthened and communities enriched

### **Purpose of the Position**

The role is responsible for completing the day-to-day administrative tasks necessary for the efficient and compliant operation of our centres. This will ensure centre whānau can focus on their tamariki, curriculum planning, strengthening their centre community, and furthering their education.

Please note this position description may change from time to time as reasonably required by Playcentre Aotearoa and you may be required to undertake additional responsibilities for which you are suitably experienced and that you could reasonably be expected to perform.

### **Place of Work**

Based in Centres as specified in Individual Employment Agreement

### **Reporting**

Kaimahi Support Lead

### **Direct Reports**

- Nil

### **Key Relationships**

- Playcentre whānau
- Centre Advisor
- Regional Team
- Finance Team
- Property Team
- Kaihononga Māori
- Education Team

### **Delegations**

- Nil



“Whānau tupu ngātahi – families growing together”

## Key accountabilities

### Role Specific

- Work with centre whānau to manage the transition of responsibilities while ensuring that centre obligations are met.
- Provide general administrative support for centre including but not limited to:
  - Develop and manage centre calendar in consultation with centre whānau
  - Distribution and filing of Centre meeting minutes
  - Centre promotional activities
  - Centre celebrations, activities and National campaigns.
  - Enrolment queries
  - Sharing information with centre whānau regarding education programmes and workshops and support in enrolment if required
- Ensure centre records are complete and filed appropriately and in a timely manner
- Order consumables and equipment as requested by centre members, unpacking and restocking consumable and equipment
- Understand all policies and procedures of Playcentre Aotearoa and support centre whānau to develop their understanding of the organisation's policies and procedures.
- Understand the Licensing criteria and follow organisation's processes to ensure that all tasks are completed as required.
- Follow processes to ensure compliance with legislation, regulations and policy within the centre.
- Demonstrate understanding of Playcentre philosophy and its commitment to Te Titiriti, and model through actions to ensure it is supported in the daily operation of the centre
- Coordinate the distribution of tasks and responsibilities with centre whānau as required
- Complete Health and Safety and financial reporting for the centre to ensure Licensing requirements are met in a timely manner
- Lead the identification Health & Safety risks and ensure and hazard risks are minimised
- Work with centre whānau in welcoming and inducting new whānau to the centre, encouraging and supporting their experience in a manner that aligns with Playcentre Aotearoa values of Tangata Whenua and Tangata Tiriti.
- Ensure whānau are provided with information on Rōpū, Governance structures and Kaihononga Māori team
- Support the Whānau Programme Lead to manage programmes within the centre, liaising with the centre whānau if necessary

Role Specific cont.	<ul style="list-style-type: none"> <li>• Support the National property team to complete audits, access the centre and answer any queries they have.</li> <li>• Support the community in identifying possible or necessary improvements to facilities or grounds. Provide suggestions for solutions to support and enable the achievement of communities desired outcome</li> <li>• Arrange equipment stock takes coordinating centre whānau resources to support the process to ensure it is completed in a timely manner</li> <li>• Escalate any areas of concern promptly</li> <li>• Build and maintain relationships with all stakeholders</li> </ul>
Bi-cultural partnership	<ul style="list-style-type: none"> <li>• Participate in ongoing Treaty and Bicultural related training and other appropriate professional development.</li> <li>• Encourage and understand the importance of the dual heritage of New Zealand/Aotearoa.</li> <li>• Recognise the principles of Te Tiriti o Waitangi and how they relate to Playcentre.</li> </ul>
Centre focused	<ul style="list-style-type: none"> <li>• All Playcentre employees have responsibility for ensuring that their role and contribution (whether directly or indirectly) in the development, co-ordination and provision of services or support, proactively helps centres to be able to undertake their work upholding and promoting Playcentre Aotearoa values and philosophy.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Undertakes work safely complying with the Health &amp; Safety at Work Act 2015 and taking responsibility for your own actions.</li> <li>• Complies with all H&amp;S information, instruction, Playcentre policies and procedures, training and supervision.</li> <li>• Reports any health &amp; safety hazards, risks and incidents in the workplace immediately.</li> <li>• Complies with all requirements of return to work and rehabilitation plans.</li> </ul>

<b>Key competencies</b>	
Pou Hono: Valuing Māori	<ul style="list-style-type: none"> <li>• Actively engages in promotion of Māori cultural values.</li> <li>• Recognise that others will bring/apply their cultural perspective to all discussions, decisions and actions.</li> <li>• Identifies cultural perspectives and bias in others and challenges their views in a manner that would cause them to self-reflect.</li> </ul>
Analytical thinking	<ul style="list-style-type: none"> <li>• Makes considered decisions and establishes clear goals and priorities to achieve desired outcomes.</li> <li>• Approaches problems analytically, from a variety of perspectives, identifying immediate and long-term consequences.</li> </ul>
Building relationships	<ul style="list-style-type: none"> <li>• Ability to establish trust and confidence of stakeholders.</li> <li>• Honest, respectful and open in delivery of communication.</li> <li>• Displays a high level of cultural competency</li> </ul>
Communication with influence	<ul style="list-style-type: none"> <li>• Earns respect through competence in role and acting with honesty and integrity.</li> <li>• Solution focused.</li> <li>• Be available for the Playcentre community to find common ground and viable solutions that meet their needs as well as the needs of the centres.</li> </ul>
Consultation & collaboration	<ul style="list-style-type: none"> <li>• Provide reliable advice to support stakeholders (internal and external) and build trust.</li> <li>• Draws on own knowledge and expertise to provide relevant advice to stakeholders.</li> </ul>
Delivering results	<ul style="list-style-type: none"> <li>• Is action oriented, having the energy, motivation, positivity and commitment to excellence to ensure achievement of results.</li> <li>• Consistently achieves priority goals, seizes challenges, deals with any knock backs, and keeps themselves and others focused on achieving the required outcomes.</li> </ul>

<b>Person Specification</b>	
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Display honesty, discretion, sensitivity, self-discipline, and resilience</li> <li>• Good relationship management skills – has proven ability to interact effectively and confidently with a range of stakeholders</li> <li>• Strong communication skills, both oral and written</li> <li>• Good attention to detail</li> <li>• Can do attitude, customer focused and a positive outlook, uses initiative to consistently achieve positive outcomes.</li> <li>• Organised - excellent time management skills and ability to meet deadlines</li> <li>• Experience of Playcentre or Early Childhood environment</li> <li>• Understanding cooperative working environments</li> <li>• Knowledge of Early Childhood Education legislation and licensing requirements</li> <li>• Proficient in the use of Microsoft Suite and Technology</li> <li>• Motivated and results orientated</li> <li>• Committed to Playcentre philosophy and values</li> <li>• Some experience with accounts administration</li> <li>• Understanding of the principles and practice of Te Tiriti o Waitangi</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Demonstrate commitment to the centre’s purpose and goals</li> <li>• Share information and encourage others to do the same</li> <li>• Support and motivate the group to perform at its best</li> <li>• Recognise the role of conflict when appropriate</li> <li>• Consider diverse, cultural perspectives and working styles</li> <li>• Gain input by valuing the ideas and expertise of others and the willingness to learn</li> </ul>