


Scope of the Position	
Position Title	Office Administrator - Taranaki
Reports To	Business Services Manager (Secondary reporting to Centre Liaison)
Service Directorate	Member – Divisional Administration team Area – Taranaki
Location	This position is based in the Taranaki Centre. However, it can be based from other Centres, and some travel to other centres or regions may be required from time to time
Hours	This is a permanent part-time position (30 hrs/week)
Direct Reports	No Direct Reports Volunteers – Train, work alongside and oversee Reception Volunteers
Responsible For	Ensuring the operations of the Centre are well supported <ul style="list-style-type: none"> To provide effective, timely, and accurate administrative support to the Centre Operations To provide administrative support to Fundraising activities and events, to Service Delivery of Supportive Care, Client Care, Cancer Prevention and to Volunteer Services To coordinate and help deliver front of house services for the Centre, to ensure there is a friendly, supportive and informative welcome for every cancer patient and their whānau To provide training of Volunteer receptionists
Internal Relationships with	Chief Executive Centre Liaison Centre Staff Business Services Manager CD Accounts Staff Transport Coordinators and Drivers Other Centre Office Administrators
External Relationships with	Sponsors Volunteers Executive Committee Members Cancer patients and their whānau Health providers
Delegated Authority	The role has delegated authority over the Admin credit card for the Centre The Delegated Authority Policy sets out the scope and limits of Delegated Authority as it applies to this role

About the Cancer Society	
Our Mission, To Mātou Koromakinga	To reduce the incidence and impact of cancer in Aotearoa New Zealand <i>The Cancer Society is committed to working with our communities by providing leadership and advocacy in cancer control with core services in Community Health, Support and Information Services, Research and Advocacy.</i>
Our Vision, Te Matakite	To be the leading organisation dedicated to reducing the incidence of cancer and ensuring the best cancer care for everyone in Aotearoa New Zealand
Equity Charter	<p>Our Equity Charter guides our approach to our mahi</p> <p>Te Tiriti o Waitangi – Commitment and application of Te Tiriti o Waitangi is evident throughout the organisation</p> <p>Kotahitanga – Everyone is aware of and enabled to address inequities</p> <p>Mana Taurite – Equity is embedded in all policies, structures, systems and services</p> <p>Matauranga – CSNZ funded research improves equitable cancer outcomes across the continuum for all new Zealanders</p> <p>Whaitaua – CSNZ advocacy improves equity outcomes across the continuum for all New Zealanders</p> <p>Haepapatanga kit e Hapori – accountability mechanisms are embedded throughout the organisation</p> <p>Mahi Arataki – our equity strategies are sustained and responsive to changing equity needs</p> <p>Kaitiakitanga – sustainable and eco friendly processes are embedded throughout the organisation</p>
Federation	<p>The Central Districts Division includes the 5 Centres of Taranaki, Whanganui, Manawatu, Hawke’s Bay and Gisborne.</p> <p>It is a part of the Federation of the Cancer Society of New Zealand</p> 

Operating Tasks & Results Areas	
Division Operations	<ul style="list-style-type: none"> • Ensure that invoices are stamped, coded and then forwarded to the accounts department • Work with CD Admin staff to ensure smooth operations of the Division and Centre • Liaise with CD staff re any matters of comms or concerns • Contribute to the Annual Report documents for the Centre and distribute as required • Attend all Service meetings (Video Conferencing or face to face) • Maintain knowledge and be current with policies and practises of the Division
Equity	<ul style="list-style-type: none"> • Recognises and supports the CS commitment to Equity and addressing issues of inequity with Māori and with other disadvantaged communities • Attends and engages with Equity work and encourages staff to do the same
Attitudes and Behaviours	<ul style="list-style-type: none"> • Positivity in work tasks and relationships with others • Future focused • Process and analysis to inform decisions and actions • Learning new skills and problem solving

Service Tasks and Result Areas	
Staff	<ul style="list-style-type: none"> • Support the work of the staff of the Centre • Provide administrative support for the Centre staff • Provide administrative support for Daffodil Day and Relay For Life, and any other events, as required • Maintain and support a collegial relationship with staff and Volunteers
Centre Administration	<ul style="list-style-type: none"> • Reconcile monies received, EFTPOS and cash banking with bank statements • Maintain petty cash levels as needed for the Centre • Process memorial money and send acknowledgements for all donations and gifts received • Participate in all appropriate Centre meetings and events • Arrange catering services for Centre meetings and functions • Maintain a directory of all committees, staff details and other Cancer Society contacts for the Centre • Manage mail merges, databases and other records efficiently • Maintain and order stationery, postal, cleaning and bathroom supplies • Arrange collection and posting of mail • Ensure office equipment is functional and regularly maintained • Maintain a key register and building security functions • Operate an effective meeting room hiring service • Ensure property maintenance for the Centre (including vehicles) is up to date • Oversee reporting of Health and Safety for the Centre • If required, ensure that the weekly shuttle/transport lists are collated and liaise with affected parties (staff, drivers or clients) • Assist the Centre Liaison with reports and support for the Centre Committee meetings as required • Coordinate and help deliver a warm and welcoming reception for face to face, electronic and phone clients and their families • Ensure the phones are answered promptly and that regular clearing of messages and emails occurs during the day • Ensure accurate messages are taken down and passed promptly to the staff member concerned • Ensure the reception area is clean, tidy and inviting • Manage the display of stock to maximise sales • If required, oversee booking and confirmation of patients' appointments (eg Reiki, massages etc) • Any other jobs which may arise and need to be actioned by the Office Administrator

Performance Measures	
KPIs	<p>Alongside the deliverables of the Position Description as above, the following KPIs are the basis of expected performance of this role</p> <ul style="list-style-type: none"> • Effective operation of the administration of the Centre • Timely reporting to the BSM • Positive involvement in Centre activities and events • A positive work culture is effected that is co-operative, supportive of the Centre staff and Division colleagues

Qualifications, Experience, and Employee Attributes	
Qualifications and Experience, Tautōhito Tohu	<p>Qualifications:</p> <ul style="list-style-type: none"> • Knowledge of cash handling and accounts processes • Project support capability for administrative support for activities and events • Proficiency in the use of Microsoft Office and databases • Good time management and self-motivation, sets goals and priorities and meets timeframes • Conflict management and, self-management skills • Competent accuracy and attention to detail skills • Excellent organisational skills <p>Experience:</p> <ul style="list-style-type: none"> • At least 2 years' experience in office administration <p>Other:</p> <ul style="list-style-type: none"> • A current NZ full driver's licence • Te Reo is desirable • Able to work extra hours if required

<p>Personal Attributes, Huanga e pa ana</p>	<ul style="list-style-type: none"> • Ethics and personal standards that are compatible with the Cancer Society • Awareness of the role within the Centre’s functions and activities • Excellent communications, written and oral • Able to relate positively to diverse people and ideas • Behaviour that reflects the values and position of the Cancer Society • Rational and systematic approach to tasks and problem solving • Participates in staff activities and supports colleagues, offers help and advice, nurtures employment relationships • Proactively seeks to develop skills and professional development • Able to work independently and, as part of a team • Does not hesitate to offer help to others to meet the objectives of our organisation • Shows consideration for the impact that decisions and actions are likely to have on others • Understanding of Treaty commitments and responsibilities
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Acceptance and Variation

From time to time, other duties, tasks, and work that are not stated in this Position Description may be required to contribute to the growth, operations, or the profile of the Division and its ability to meet the Mission of the Cancer Society, and will be required for the performance of the position.

Travel/time away to other areas and centres for the purposes of assisting other Admin staff, to participate in training and professional development, or to support activities in other centres may be required from time to time as directed by your Manager or Chief Executive.

Position Descriptions are reviewed at least every 2 years and subject to change as the organisation grows and develops.

I have read, understood, and agree to this Position Description

Signed _____

Name _____

Date _____

End