

## Position Description

Scope of Work	
<b>Position Title</b>	<b>Office Administrator – Taranaki Centre</b>
<b>Reports To</b>	Business Services Manager (Secondary reporting to Centre Liaison)
<b>Service Directorate</b>	Based in Taranaki Centre (New Plymouth) Member of the Divisional Administration team
<b>Direct Reports</b>	no staff reports work alongside and oversee Reception Volunteers
<b>Responsible For</b>	Ensuring the operations of the Centre are well supported <ul style="list-style-type: none"> <li>To provide effective, timely, and accurate administrative support to the Centre Operations.</li> <li>To provide administrative support to Fundraising activities and events, to Service Delivery of Supportive Care and Health Promotion, and to Volunteer Services.</li> <li>To coordinate and help deliver front of house services for the Centre in consultation with the Volunteer Coordinator to ensure there is a friendly, supportive and informative welcome for every cancer patient and their whānau.</li> </ul>
<b>Internal Relationships with</b>	Chief Executive Centre Liaison Manager Centre Staff Business Services Manager CD Accounts Staff Transport and Accommodation Coordinators and Drivers Other Centre Administrators
<b>External Relationships with</b>	Sponsors Volunteers Executive Committee Members Cancer patients and their whānau Health providers
<b>Delegated Authority</b>	Holds the Admin Credit card for the Centre
<b>KPIs</b>	The following KPIs are the basis of the expected performance of this role <ul style="list-style-type: none"> <li>Effective operation of the Administration of the Centre</li> <li>Timely reporting to the BSM</li> <li>Positive involvement in Centre activities and events</li> <li>A positive work culture is effected that is co-operative, supportive of the centre staff and Division colleagues</li> </ul>

About the Cancer Society	
<b>Our Mission,</b> <b>To mātou</b> <b>koromakinga</b>	<b>To reduce the incidence and impact of cancer in Aotearoa New Zealand</b> <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>
<b>Our Vision,</b> <b>Te Matakite</b>	To be the leading organisation dedicated to reducing the incidence of cancer and ensuring the best cancer care for everyone in Aotearoa New Zealand.
<b>Our Values,</b> <b>Ngā Tikanga</b>	<ul style="list-style-type: none"> <li>• <b>Integrity</b> - We live what we teach, we do what we say we are going to do, and we are trusted by the community and use every dollar wisely.</li> <li>• <b>Excellence</b> - We strive to be the best at everything we do, we focus on delivering outcomes, we constantly look for ways to improve; we make a difference.</li> <li>• <b>Respect</b> - We care about people; we provide judgement free services to everyone who needs them.</li> </ul>
<b>Our Principles,</b> <b>Ngā Matapono</b>	<ul style="list-style-type: none"> <li>• Equity</li> <li>• An independent and professional voice</li> <li>• Cooperation &amp; collaboration</li> <li>• Evidence-based best practice</li> <li>• Responsiveness and relevance</li> </ul>

Key Tasks and Results Areas – Mahi Kawenga	
<b>Divisional Operations</b>	<ul style="list-style-type: none"> <li>• Ensure that invoices are stamped, coded and then forwarded to accounts department at Young House.</li> <li>• Work with CD Admin staff to ensure smooth operations of the Division and centre</li> <li>• Liaise with CD staff re any matters of comms or concerns.</li> <li>• Contribute to the Annual Report documents for the Centre and distribute as required</li> <li>• Attend all Service meetings (Video Conferencing or face to face)</li> <li>• Maintain knowledge and be current with policies and practises of the Division</li> </ul>
<b>Centre Administration</b>	<ul style="list-style-type: none"> <li>• Reconcile Monies received, EFTPOS, and cash banking with bank statements</li> <li>• Maintain petty cash levels as needed for the Centre</li> <li>• Process memorial money and send acknowledgements for all donations and gifts received.</li> <li>• Participate in all appropriate Centre meetings and events</li> <li>• Arrange catering services for Centre meetings and functions</li> <li>• Maintain a directory of all committees, staff details and other Cancer Society contacts for the Centre</li> <li>• Manage mail merges, databases and other records efficiently</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain and order stationery, postal, cleaning and bathroom supplies</li> <li>• Arrange collection and posting of mail</li> <li>• Ensure office equipment is functional and regularly maintained</li> <li>• Maintain a key register and building security functions</li> <li>• Operate an effective meeting room hiring service</li> <li>• Ensure property maintenance for the Centre is up to date</li> <li>• Oversee reporting of Health and Safety for the Centre</li> <li>• Ensure that the weekly shuttle/transport lists are collated and liaise with affected parties (staff, drivers or clients)</li> <li>• Assist the Centre Liaison Manager with reports and support for the Centre Committee meetings as required</li> <li>• Coordinate and help deliver a warm and welcoming reception for face to face electronic and phone clients and their families</li> <li>• Ensure the phones are answered promptly and that regular clearing of messages and emails occurs during the day</li> <li>• Ensure accurate messages are taken down and passed promptly to the staff member concerned</li> <li>• Ensure the reception area is clean, tidy and inviting</li> <li>• Manage the display of stock to maximise sales</li> <li>• Oversee booking and confirmation of patients' appointments (eg Reiki, massages, etc)</li> </ul>
<b>Equity</b>	<ul style="list-style-type: none"> <li>• Recognise and support the Cancer Society commitment to equity and addressing issues of inequity with Maori and with other disadvantaged communities and encourages and supports staff to do the same.</li> </ul>
<b>Staff</b>	<ul style="list-style-type: none"> <li>• Support the work of the staff of the Centre</li> <li>• Provide administrative support for the Centre staff</li> <li>• Provide administrative support for Daffodil Day and Relay for Life, and any other events, as required</li> <li>• Maintain and support a collegial relationship with staff and Volunteers</li> </ul>

<b>Person Specifications:</b>	
<b>Qualifications and Experience, Tautōhito Tohu</b>	<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Previous administrative experience of at least 2 years.</li> <li>• Knowledge of cash handling and accounts processes</li> <li>• Project support capability for administrative support for activities and events</li> <li>• Proficiency in the use of Microsoft Office and databases</li> <li>• Current full NZ driver's license.</li> </ul>
<b>Professional Competencies, Mātanga Mōhiotanga</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Understanding of Treaty commitments and responsibilities</li> <li>• Punctuality and timeliness with good time management skills</li> <li>• Able to work extra hours if required.</li> <li>• Conflict management and self-management skills</li> <li>• Able to work independently and as a member of a larger team.</li> <li>• Accuracy and attention to detail of any piece of work</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> </ul> <p><b>Desired/Additional</b></p> <ul style="list-style-type: none"> <li>• Te Reo is desirable but not essential</li> </ul>
<b>Personal Attributes, Huanga e pa ana</b>	<ul style="list-style-type: none"> <li>• Personal values and ethics align with those of the Cancer Society</li> <li>• Awareness of the role within the Centres functions and activities</li> <li>• Good communication skills</li> <li>• Able to work with a diverse range of staff colleagues and professionals</li> <li>• Able to connect with diverse types of individuals and organisations, eg schools, businesses, government, faith etc.</li> <li>• Does not hesitate to offer to help others to meet the objectives of our organisation</li> <li>• Shows consideration for the impact that decisions and actions are likely to have on others</li> <li>• Proactively seeks to develop skills and professional development</li> </ul>

#### 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 Centre and 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 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 \_\_\_\_\_