



Te Rūnanga o Ngāi Tahu

**Mō tātou, ā, mō kā uri ā muri ake nei**  
**For us and our children after us**

## **Position Description**

# **PERSONAL ASSISTANT**

This position description serves to provide an overview of the primary responsibilities inherent in this role. It also provides a summary of how this position collaborates with other roles within the Te Rūnanga Group. It is acknowledged that in order to remain current, regular amendments will be required. This is to be co-ordinated in association with the relevant Managers and the Group General Manager People and Performance.

This document will be supported by the development of a performance agreement which will be drafted by the incumbent in association with their Manager to provide clear goals and objectives, against which individual performance will be managed.



**Te Rūnanga o Ngāi Tahu**

## **Tihei mauriora!**

Ngāi Tahu is the iwi comprised of Ngāi Tahu Whānui; that is, the collective of the individuals who descend from the five primary hapū of Ngāi Tahu, Ngāti Mamoe and Waitaha, namely Kāti Kurī, Ngāti Irakehu, Kāti Huirapa, Ngāi Tūāhuriri and Ngāi Te Ruahikihiki. Our defining link as Ngāi Tahu, through which we hold rangatiratanga over 80% of Te Waipounamu, is the ability to whakapapa back through this history and to link with our ancestors of the past. The following whakatauaākī (proverb) encapsulates our understanding of our place in Te Waipounamu and the guiding vision of our people in the 21<sup>st</sup> Century:

### **Puritia tāwhia kia ita**

**Te mana tīpuna**

**Te mana whenua**

**Te mana tāngata.**

*Hold fast and firm*

*To my inherited authority*

*To my right to this land*

*To my freedom and right to self determination.*

Te Rūnanga o Ngāi Tahu was created by statute as the governing body and representative for all purposes of Ngāi Tahu Whānui, and to receive and manage Settlement assets on the iwi's behalf. The primary purpose of Te Rūnanga is to ensure that the benefits of the Settlement are enjoyed by Ngāi Tahu Whānui now and in the future, to enable Ngāi Tahu Whānui to create and control our individual and collective destinies. The vision of Te Rūnanga is expressed in the following tribal whakatauaākī:

**Mō tātou, ā, mō kā uri ā muri ake nei**

**For us and our children after us.**

The Office of Te Rūnanga is a servant of our tribal institutions, and exists to support Te Rūnanga in fulfilling the tribal vision and to deliver core services to our tribal members and our communities. The Office carries the responsibility to learn from the rich legacy inherited from our history and the visions laid out by our tīpuna so as to facilitate the realisation of our collective aspirations now and into the future. At this time in our collective history, the principal objective is to facilitate the re-establishment of the tribal footprint within Te Waipounamu and to strengthen the tribal heartbeat within our people. This is a duty which is undertaken with great care and is considered a privilege.



**Te Rūnanga o Ngāi Tahu**

Our actions are founded upon commitments to:

Whānaungatanga (family)

*Mā te tuakana e tika ai te teina, mā te teina e tika ai te tuakana  
(Through relationships and respect we can find the way forward)*

Manaakitanga (looking after our people)

*Whakanā ki ō manuhiri i tō kāinga  
(Mana is upheld through fulfilling roles and responsibilities)*

Tohungatanga (expertise)

*Mā te mohio ka mārama, mā te mārama ka mātau  
(By discussion comes understanding, through understanding comes wisdom)*

Kaitiakitanga (stewardship)

*Ngāi Tahu tītī-a-kai, tītī-a-manawa  
(Ngāi Tahu the gatherers of resources, resources of lasting endurance)*

Tikanga (doing the right thing/best practise)

*Aoraki matatū  
(Holding firm to what defines Ngāi Tahu)*

Rangatiratanga (control of our own resources and destiny/Treaty partners)

*Ko te amorangi ki mua, ko te hāpai o ki muri  
(For leadership there must be support)*

We are part of the landscape and therefore have a responsibility to ensure its sustenance for this generation and for those to come, by enacting the following principles:



**Te Rūnanga o Ngāi Tahu**

## **Te Kawanata o Ngāi Tahu**

The **Kaupapa Whakatūwhera** is that the House of Tahu is set up amongst us to nurture our people, to shelter our people, to serve our people. It is both the symbol of our identity as Ngāi Tahu Whānui and the Whare Whataraki of that which we together own.

The **Kaupapa Poutokomanawa** is the protection and growth of the pūtea.

The **Kaupapa Tāhuhu** is the accountability of those charged with the responsibility for the pūtea to our Papatipu Rūnanga, to our people and to our future generations.

The **Kaupapa Poutahu** is the principle that the assets of Ngāi Tahu will be managed separately from the bodies that spend and distribute the income earned from those assets.

The **Kaupapa Whakahuataka** is that all those entitled by whakapapa to the benefits of the House of Tahu shall be protected in their right to benefit.

The **Kaupapa Whakakotahi** is that the poupou of the House of Tahu are the Papatipu Rūnanga of our people each with their own mana and woven together with the tukutuku of our whakapapa. In them resides the tino rangatiratanga of Ngāi Tahu. Its collective voice is Te Rūnanga o Ngāi Tahu.



<b>Position Title:</b>	Personal Assistant
<b>Date:</b>	March 2010
<b>Location:</b>	Christchurch
<b>Reporting to:</b>	Group General Manager Service Delivery
<b>Delegated Authority:</b>	\$5,000
<b>Direct Reports:</b>	N/A
<b>Nature and Term of Employment:</b>	Permanent, Full-time

**SECTION 1 – Position Summary**

This position provides core administrative, secretarial and internal support services to Group General Manager (GGM) Service Delivery and the teams which form the Service Delivery arm in order to manage and co-ordinate their day-to-day operations and key internal and business activity.

The Personal Assistants are to work together at times to ensure that each has appropriate support and backup as necessary.

**SECTION 2 – Key Accountabilities**

Key Responsibilities	Activities
<b>Management Support</b>	<ul style="list-style-type: none"> <li>• Providing proactive management support to GGM Service Delivery function in regards to incoming and outgoing correspondence, diary management, document production, meeting minutes etc.</li> <li>• To have an understanding of current issues within the Service Delivery function and the wider group.</li> </ul>
<b>Document Management</b>	<ul style="list-style-type: none"> <li>• Document storage and retrieval according to standardised protocols.</li> <li>• Photocopying and collation of documents.</li> <li>• Responsibility for co-ordinating mail outs, including stamping and postage of mail/letters/publications.</li> <li>• Ensuring all draft documents are destroyed or shredded to preserve confidentiality and data integrity.</li> </ul>
<b>Document Production</b>	<ul style="list-style-type: none"> <li>• Producing documentation in accordance with standard templates and agreed protocols.</li> <li>• Ensuring Ngāi Tahu branding is consistently and accurately reflected in all documentation that is produced.</li> <li>• Taking and then producing minutes or notes from meetings.</li> </ul>



**Te Rūnanga o Ngāi Tahu**

<b>Office Administration</b>	<ul style="list-style-type: none"><li>• To develop and maintain an efficient and effective system for information management, internal communication, client correspondence etc.</li><li>• To taking and receiving telephone and email messages and actioning where appropriate.</li><li>• Provide liaison with other staff to ensure effective communication flow.</li></ul>
<b>Office Support Functions</b>	<ul style="list-style-type: none"><li>• Co-ordination of relevant hui/meetings (internally and externally), including setting dates, advising the appropriate parties, collating information, setting up meeting room, minute taking and typing up of minutes, distributing to team; preparing agendas and distributing supporting documents.</li></ul>

**SECTION 3 - Key Relationships**

<b>Internal Relationships</b>	<ul style="list-style-type: none"><li>• GGM Service Delivery.</li><li>• Service Delivery team.</li><li>• Executive assistant, Personal Assistants and Group Administration.</li><li>• All staff of the Te Rūnanga Group.</li></ul>
<b>External Relationships</b>	<ul style="list-style-type: none"><li>• Papatipu Rūnanga.</li><li>• Ngāi Tahu Whānui.</li><li>• Te Rūnanga o Ngāi Tahu representatives.</li><li>• Te Rūnanga Group.</li><li>• Te Rūnanga o Ngāi Tahu professional advisors.</li><li>• Local and central government.</li><li>• Courier agencies.</li><li>• Security supplier.</li><li>• Caterers.</li><li>• Any other external agencies as required.</li></ul>

**SECTION 4 - Person Specification**

**Technical Competencies**

- Is familiar with the Treaty of Waitangi and its application to the work of Te Rūnanga o Ngāi Tahu.
- An ability to work with Ngāi Tahu whānau, hapū and iwi.
- Knowledge of te reo and tikanga necessary to discharge the function of the role.
- Advanced user of Word and PowerPoint and Outlook, especially electronic diary management.
- Basic knowledge of Excel.
- Advanced knowledge of administrative policies, procedures and technology.

**Experience**

- A strong awareness of and affinity for the needs and aspirations of Ngāi Tahu Whānui.



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### ***Behavioral Competencies***

- **Self-Awareness**

The ability to recognize and understand your moods, emotions and drives, as well as their effect on others.

- Self-confidence.
- Realistic appraisal of strengths and limitations.
- Self-deprecating sense of humor.

- **Self-Management**

The ability to control or redirect disruptive impulses and moods.

The propensity to suspend judgment – to think before acting.

- Trustworthiness and integrity.
- Comfort with ambiguity.
- Conscientiousness.

- **Motivation/Striving**

A passion to work for reasons that go beyond money or status.

A propensity to pursue goals with energy and persistence.

- Dedication to the service of iwi members.
- Strong drive to achieve, to learn, to grow.
- Optimism and tendency even in the face of setback or resistance.
- Readiness to seize opportunities.

- **Empathy, Humility and Grace**

The ability to understand the emotional makeup of other people.

Skill in treating people according to their emotional reactions.

Capacity to constructively navigate organisation politics.

- Expertise in building and retaining talent.
- Cross-cultural sensitivity.
- Service to iwi members.
- Diplomacy.

- **Social Skill**

Proficiency in managing relationship and building networks.

An ability to find common ground and build rapport.

- Capacity to de-escalate conflict and promote agreement.
- Effectiveness in leading change.
- Expertise in promoting co-operation and building teams.

### ***Experience***

- Strong awareness of and affinity for the needs and aspirations of Ngāi Tahu Whānui.
- At least two years office support experience in relevant positions eg Office Administrator, Administrative Support.