

## POSITION DESCRIPTION

### Pouwhakahaere Tari - Administrator

<b>Reports to:</b>	Te Kotahi Research Office, Operations Manager
<b>Division:</b>	Office of the Vice-Chancellor Māori
<b>Tenure:</b>	Permanent
<b>Location:</b>	Te Kotahi Research Institute
<b>Date:</b>	May 2026

#### Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive studenty experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

#### Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

## 1. GENERAL

Te Kotahi Research Institute is a university-wide entity to support, develop and promote research for and with iwi/Māori. Te Kotahi Research Institute for Innovation supports the work of the Deputy Vice Chancellor Māori to sustain iwi relationships and develop the research capacity amongst staff and students while realising the research needs and aspirations of iwi.

## 2. POSITION PURPOSE

Provide high-quality administrative and operational support to ensure the smooth, efficient and

mana-enhancing running of the Institute. Act as a trusted point of coordination and first contact.

### 3. FUNCTIONAL RELATIONSHIPS

#### Internal:

- Institute Director and staff
- Operations Manager
- Deputy Vice-Chancellor Māori
- University of Waikato staff

#### External:

- Iwi, Hapū and Māori Communities
- Research partners and contractors
- Funding agencies

### 4. KEY RESPONSIBILITIES

#### Administration

- Deliver end-to-end administrative support across Institute activities
- Coordinate meetings, travel, events and logistics
- Manage purchasing, expenses and financial tracking
- Maintain efficient filing and record systems
- Liase with professional services across the university
- Provide secretariat support (agenda, minutes, board coordination)

#### Manaakitanga

- Act as a welcoming first point of contact
- Support professional, respectful environment for staff and manuhiri
- Uphold the mana and integrity of the Institute

#### Communications

- Support communications, publications and marketing materials
- Maintain up-to-date website and information resources

#### Team Contribution

- Work collaboratively across the Institute
- Contribute to a positive, high-performing team culture

#### Continuous Improvement

- Actively contribute to the ongoing development and improvement of systems and processes.

**NOTE:** Staff have an annual Objectives, Development and Reflection (ODR) meeting with their manager.

### 5. PERFORMANCE STANDARDS

The Pouwhakahaere Tari will be performing satisfactorily when:

- Smooth and efficient operations and events
- Accurate financial and administrative management
- Responsive and professional stakeholder engagement
- Well-organised records and documentation
- Strong contribution to team effectiveness and culture

# PERSON SPECIFICATION

## EDUCATIONAL QUALIFICATIONS

### Essential

- NCEA Level 3 or equivalent.

## SKILLS, KNOWLEDGE and EXPERIENCE

### Essential

- Proven administrative experience
- Strong organisational and time management skills
- Excellent written and verbal communication
- Proficiency in Microsoft Office
- Knowledge of te reo Māori and tikanga Māori
- Ability to work independently and manage multiple priorities

### Preferred

- Experience within university or kaupapa Māori environment

## PERSONAL QUALITIES

- Professional, approachable and reliable
- Strong attention to detail
- Culturally competent and respectful
- Proactive and solutions-focused
- Collaborative team player