

POSITION DESCRIPTION

Administrator (Part-Time) - Tauhokohoko

Reports to:	Project Manager, Tauhokohoko
Division:	Office of Deputy Vice-Chancellor Māori
Tenure:	Fixed-Term / Part-Time (2028)
Location:	Hamilton
Date:	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 for Innovation 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.

Tauhokohoko is a kaupapa-driven programme supporting Māori development, connections and opportunity through research and engagement.

2. POSITION PURPOSE

The administrator provides essential operational and administrative support to ensure the smooth running of Tauhokohoko's activities. This role is ideal for someone organised, proactive, and comfortable managing a variety of administrative tasks in a dynamic environment.

3. FUNCTIONAL RELATIONSHIPS

- **Internal:**

- Te Kotahi Research Institute staff
- Project team and investigators
- University support services

External:

- Governance groups and stakeholders
- Research partners and participants
- Funding bodies

4. KEY RESPONSIBILITIES

Administrator

- Manage calendars, meetings and scheduling
- Assist with preparing meetings, reports, presentations, and documents as required
- Coordinate event logistics and communications

Communication and Stakeholder Support

- Act as a first point of contact for general enquiries
- Prepare and distribute communications and updates
- Maintain strong stakeholder relationships

Data and Document Management

- Maintain accurate records and filing systems

Financial and Operational Support

- Assist with invoicing, expenses and procurement.
- Ensure processes align with organisational requirements

Team Contribution

- Collaborate effectively with the team
- Contribute to a positive and productive work environment

Continuous Improvement

- Suggest and implement process improvements

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

5. PERFORMANCE STANDARDS

The Tauhokohoko Administration will be performing satisfactorily when:

- Well-organised, efficient team operations
- Accurate and accessible information management
- Professional and responsive stakeholder engagement
- Timely delivery of high-quality work

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- NCEA Level 3 or equivalent

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- Previous experience in an administrative or coordination role
- Strong organisation and time-management skills
- Excellent communication skills
- Proficiency in Microsoft Office
- Attention to detail and ability to multitask
- Understanding of te ao Māori, te reo, tikanga, and the Treaty of Waitangi

Desirable

- Experience in kaupapa Māori environments
- Event coordination experience or database experience

PERSONAL QUALITIES

- Reliable and self-motivated
- Professional and approachable
- Adaptable and flexible
- Strong problem-solving mindset
- Culturally aware and respectful