



## **Position Description - Te Puawaitanga ki Ōtautahi Trust Board Governance Advisor**

*Role Title: Governance Advisor*

*Reporting to: Board Chair*

*Direct Reports: Nil*

*Delegation: Nil*

*FTE: 0.5*

### **Organisation Vision**

Safe, healthy, stable, and connected whānau securing positive futures for all generations.

### **Whakatauki**

Me aro koe ki te hā o Hineahuone

*Pay heed to the dignity of women*

Mō tātou, ā, mō ka uri ā muri ake nei

*For us and our children who come after us*

### **Organisation Mission**

We enhance the health and wellbeing of Māori/women and their whānau to achieve their aspirations.

### **Organisation Values**

**RAPUORA** - *in search of excellence in health*

**MANAAKITANGA** - *support, nurture and take care of*

**WHANAUNGATANGA** - *belonging, respectful relationships and whakapapa.*

**WAIRUATANGA** - *spirituality, mental wellbeing, cultural identity, and balance*

**KOTAHITANGA** - *unity, common purpose, and cohesiveness*

**RANGATIRATANGA** - *leadership, cultural identity, responsibility, and accountability*

**PUAWAITANGA** - *nurturing, empowerment and development of oneself and one's whānau.*

**AROHA** - *love, compassion, and empathy*

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### **Purpose of the role**

Act in an advisory capacity both to, and between, governance and senior leadership. The Governance Advisor will provide strategic advice that supports the organisation to deliver on its strategic plan. The Governance Advisor will work to foster collegiality between organisation operational procedures, and board governance. The role will also contribute

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to the performance of Te Puawaitanga ki Ōtautahi Trusts (the Trust) Board by providing high quality secretariat function. The role provides advice that enables clear strategic planning, to uphold the governance framework and intervention logic.

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## **Key Result Areas**

### **1. Governance Advisory**

- 1.1. Provide advice on the Trusts overall governance framework, procedures, and ways of working, including board operational mechanisms, maintaining alignment with the intervention logic as set by the Trust Strategy.
- 1.2. Provide advice regarding any advisory committees or subgroup rōpū related to Board functions.
- 1.3. Ensure internal governance committees or advisory bodies stay within working scope of their establishment.
- 1.4. Liaise with senior leadership to ensure policies, delegations and other documents are aligned with the governance framework.
- 1.5. Carry out activity that support the health and integrity of the governance framework, processes, and operations.
- 1.6. Provide advice where appropriate on any presentation materials for the Chief Executive or Board Chair.
- 1.7. Provides support across governance and senior leadership to ensure any opportunities, issues or risks are managed appropriately.
- 1.8. Ensure that scope of governance and Senior leadership are clearly understood.
- 1.9. Support the Chairperson to ensure scope is appropriately managed and communicated.
- 1.10. Act in utmost professionalism, good faith and confidentiality, in alignment with Trust values, policy in procedures, across all manner of work.

### **2. Board Secretariat**

- 2.1. Maintain governance documentation for the Board.
- 2.2. Ensure information flow and sequencing of decisions across the Board is well managed.
- 2.3. Carry out an effective secretariat function to the Board, that can include but is not limited to:
  - Chairperson Administration - conduct research, draft presentations, draft information, discussion, and decision papers
  - Meeting administration - scheduling meetings, agenda collation and distribution of papers (including senior leadership reports and any discussion/decision papers), distribution of minutes, following up action points, catering and organising of venues/set up.
  - Manage multiple items, while maintaining attention to detail.



- Trustee administration - make any travel arrangements for Board members, updated contact details, identity and HR compliance updates, appointment dates, term of appointments and board member bios, board management/portal subscriptions and operations.
- Meeting attendance - capturing key discussion points, decision, and action points.
- Planning and development - forward work programme development, terms of reference, appointments, updating website content.
- Records - maintain electronic and paper records ensuring information is organised, easily accessible and confidential documents remain secure.
- Finance - board matters and events are managed within budget.

### **3. Governance/Secretariat Compliance**

- 3.1. Oversight of the Trust incorporation and charitable registration status
- 3.2. Maintenance of policy files
- 3.3. Management of external correspondence and ensuring that requests made of the Board are reported and responded to
- 3.4. Administration of banking signatories and IRD authority
- 3.5. Act in utmost professionalism, good faith and confidentiality, in alignment with Trust values, policy in procedures, across all manner of work.

### **4. Relationship Management**

- 4.1. Build and maintain strong working relationships with the Trustees, in particular the Chair.
- 4.2. Build and maintain strong working relationships with Senior Managers, particularly the CE.
- 4.3. Build and maintain strong relationships with kaimahi across the Trust.
- 4.4. Build and maintain strong working relationships with external stakeholders.

### **5. Health and Safety**

- 5.1. Recognise and support the Boards role as PCBU managing risk in accordance with the Health and Safety at Work Act 2015 (HSWA 2015).
- 5.2. Recognise and support the CE's role as Safety Officer ensuring all practicable steps are in place to support organisational health and safety in accordance with HSWA 2015.
- 5.3. Recognise individual responsibility for workplace Health & Safety under HSWA 2015.
- 5.4. Promote and participate in health and safety, maintain a safe workplace, and ensure that any safety equipment is always used correctly.
- 5.5. Implements organisational policies and procedures, legislation, and guidelines.
- 5.6. Support the Health and Safety Coordinator to undertake tasks that ensure our health and safety procedures are carried out.



## **6. Information Technology**

6.1. Use of computers, smart phones and other IT equipment are required as part of the role. Experience and skills in the use of Microsoft Office software is essential.

## **7. Team and Organisation Player**

- 7.1. Be a positive team player by being proactive and energetic in your mahi.
- 7.2. Participate constructively hui.
- 7.3. Be responsible for your mahi and share updates with others.
- 7.4. The key tasks/accountabilities of the role may change from time to time so that Te Puawaitanga ki Ōtautahi is able to adapt to changes in the business environment.

## **8. Tikanga o te ao Māori**

8.1. Support our special nature as a kaupapa Māori organisation.

## **9. Other tasks as required.**

9.1. Support with any other tasks required as reasonable by the employer Te Puawaitanga ki Ōtautahi Trust.

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## **Preferred qualifications, experience, skills, and knowledge**

- Experience working with Māori and within a kaupapa Māori environment.
- Relevant tertiary qualification or equivalent previous experience in secretariat / executive assistant / office manager with business administration or relative field or 2 - 3 years' executive secretarial experience.
- Intermediate knowledge of the Microsoft suite of programmes and proficient in their use.
- In depth knowledge of office management and basic accounting procedures Research and evaluation methodology.
- Outstanding communication abilities, both written and spoken
- Minute taking at governance level, and strong experience in general governance administrative procedures.
- Strong problem solving and analytical skills.
- Relationship management - Strong people and interpersonal skills.
- A strong understanding in or practice of te reo and tikanga Māori
- Strong data entry skills and computer skills.

## **Key competencies and attributes**

- Integrity - has a high work ethic combined with honesty and ability to achieve results.
- Professionalism - Represents the board and organisation favourably and delivers on agreed actions.
- Planning and Organisation - Effective at planning and the organising of initiatives.



- Time Management - punctual and able to effectively prioritise and execute tasks.
- Flexibility - able to navigate (reasonably) stressful situations and a workload of diverse challenges, to adjust to changes quickly.
- Communication - can communicate clearly and effectively and has active listening skills.
- Quality Focus - Committed to achieving and maintaining quality standards. Attention to detail.

**Kaupapa**

- Alignment to Te Puawaitanga ki Ōtautahi Trust values.
- Commitment to Te Tiriti o Waitangi.

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**Signed by:**

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(Name of position holder)

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Date: