

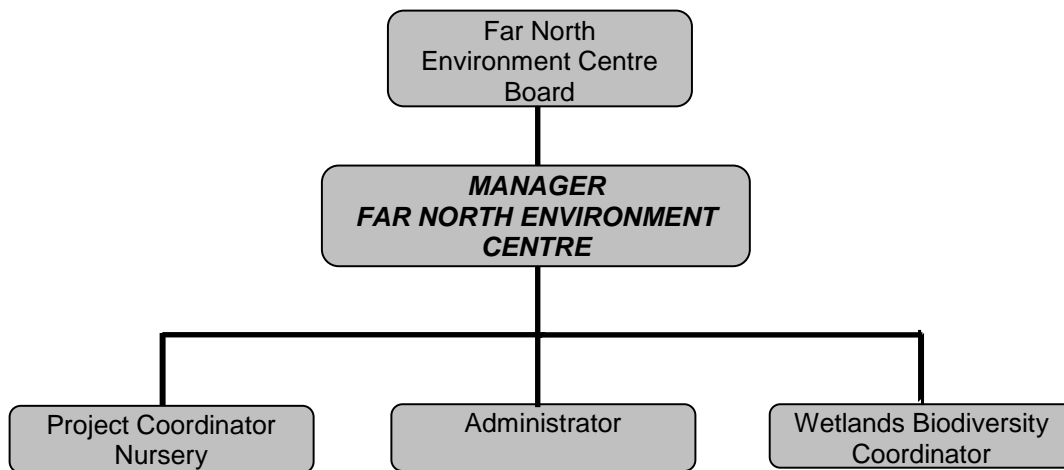
JOB DESCRIPTION

JOB TITLE: Manager – Far North Environment Centre	ORGANISATION: Far North Environment Centre
REPORTS TO: Far North Environment Centre Trust	DATE: December 2011

1. Purpose of Position

To manage the administration, operational and management (incl. financial) requirements of the Far North Environment Centre and that of the Board are met in a timely and professional manner.

2. Position in Organisation



3. Accountabilities

Jobholder is Accountable For:	Jobholder is Successful When:
OFFICE MANAGEMENT <ul style="list-style-type: none"> • Ensuring all office management and administrative, including financial requirements are dealt with in a timely and professional manner. 	<ul style="list-style-type: none"> • All administration requirements are met as required. • All office processes and procedures are compliant. • All reports are completed on time. • Outcomes as agreed are achieved on time, within budget and in a professional manner.
TRUST ADMINISTRATION <ul style="list-style-type: none"> • Ensuring the Board’s administrative needs is dealt with in a timely and professional manner. • Providing clear, consistent, effective and efficient communication regarding the relevant operational, management and governance matters. 	<ul style="list-style-type: none"> • Board agenda’s, reports and attachments are received in advance of Board meetings. • All administrative requirements are dealt with in a timely and professional manner. • Communication is consistent and appropriate; messages sent are received in a timely manner and are effective to all concerned.
FINANCIAL REQUIREMENTS <ul style="list-style-type: none"> • Ensuring the overall financial status of the Centre and Board are reported in a timely and professional manner. • Making certain all financial matters are compliant with any legal requirements. 	<ul style="list-style-type: none"> • Financial statements are monitored, investigated and reported on a regular basis.

<p>FUNDING</p> <ul style="list-style-type: none"> • Securing funding that continues to support the Far North Environment Centre's operation, projects and vision. • Ensuring funding audits are completed as required. 	<ul style="list-style-type: none"> • Funding is secured, allocated and managed effectively and efficiently. • Funding audits are completed on time, outcomes reported, as necessary and in a timely and professional manner.
<p>STAFF SUPERVISION</p> <ul style="list-style-type: none"> • Supervising staff, volunteers and contractors (if applicable). 	<p>Staff, volunteers and contractors (if applicable) are:</p> <ul style="list-style-type: none"> • Compliant with project briefs, work plans and / or standards. • Meeting expectations • Learning from experiences and reaching their full potential to meet the long terms plans and needs of the Centre • Compliant with Health & Safety policy/guidelines and instructions as well as take all practical steps to ensure own safety and the safety of others in the workplace.
<p>GENERAL</p> <ul style="list-style-type: none"> • Establishing any office plans and that all office procedures and processes are adhered to, easily accessible reviewed and updated, annually. • Establishing a culture where OSH requirements are practised and compliant. • Supporting the project co-ordinators with their administration requirements. • Overseeing the use of the Centre's resources including volunteers, equipment and any additional staff ensuring effective and efficient use of such resources. • Building and maintaining positive and productive working relationships with key stakeholders, both internal and external. • An office environment that is professional, including maintaining a high standard of office procedures and processes, financial information and positive and open communication. • Problem solving ability, capable of thinking of consequences and / or actions over short and the longer term. Considers improvements and implications and implements as appropriate. 	<ul style="list-style-type: none"> • Office procedures and processes are established and adhered to. • OSH requirements are implemented and compliant. • Project co-ordinators administrative needs are met. • Office resources are utilised in a sustainable, effective and efficient manner. • Positive relationships are established that benefit the organisation. • The office environment is well organised and operating effectively and efficiently. • Communication is clear, proactive and open.
<ul style="list-style-type: none"> • Has an awareness of the principles of the Treaty of Waitangi. • To provide the best possible service through environmentally sound practices that ensure the image of the Far North Environment Centre is maintained • To take all practical steps to ensure your own and the safety of others while at work • To demonstrate a commitment to cultural awareness in all aspects of work and development • To embrace training and professional development opportunities for continuing improvement • Proficient in Word processing, spreadsheets and other commonly used programs. 	

4. Authorities

<p>Expenditure as per approved budget</p>

5. Relationships

External	Internal
<ul style="list-style-type: none"> • Residents, ratepayers, visitors and customers • Iwi, schools, businesses and other community incl. environmental groups • Service providers • Funding agencies • Local, Regional and Central Government • CBEC staff 	<ul style="list-style-type: none"> • Far North Environment staff • Far North Environment Trustees • Nursery staff

6. Key Competencies and Personal Attributes

Necessary	Desirable
<ul style="list-style-type: none"> • Office Administration and Management experience and skills • Highly effective communication – written and oral • Well-organised and well planned • Meticulous record-keeping and reporting • Ability to read and interpret technical information • High level of professionalism • Funding application and auditing experience • A passion and commitment to environmental practices and principles 	<ul style="list-style-type: none"> • Knowledge of local community / environment • Experience of working with professional and community groups including Iwi representatives • Has a broad understanding of tikanga Maori.

7. Supervises

<ul style="list-style-type: none"> • Office staff • Volunteers • Contractors

8. Qualifications / Experience

Necessary	Desirable
<ul style="list-style-type: none"> • Qualifications and / or extensive experience in management incl. administrative skills, including financial management • High level of computer literacy • Goal and outcome orientated • Proven experience with financial management • Proven experience with staff, volunteer & / or contractor supervision • Knowledge of OSH requirements in the workplace • Positive relationship management experience • A high standard of project management including planning, implementing and evaluating projects • Commitment to accuracy and attention to detail • An outstanding communicator, who can write sound reports, has a high level of presentation skills and has excellent oral and written skills • Qualification and / or experience protecting and enhancing the environment and has an understanding of environmental practices • Own vehicle including a full and clean drivers license 	<ul style="list-style-type: none"> • Knowledge of the local area • Ability to relate to people from diverse communities with very different backgrounds. • Ability to multi-task • Ability to motivate community action • Strong project management, organisation skills and an ability to work autonomously and be self driven.

9. Personal Qualities

Necessary	Desirable
<ul style="list-style-type: none"> • Values are aligned to the organisational values of the Far North Environment Centre • Excellent interpersonal skills • Honest and reliable • Solutions focussed. • Ability to self-manage, work in a team and / or work collaboratively 	<ul style="list-style-type: none"> • Positive • Responsible • Energetic • Sound judgement • Innovative • Proactive • Creative

10. Key Performance Indicators

The individual key performance indicators of this role are identified in the monthly milestones and agreed as per each specific project task and reviewed and managed as appropriate.

11. Organisational Values

Communication

The ability to clearly convey thoughts and ideas effectively. This may include, listening, interpreting, formulating and delivering: verbal, non-verbal, written and / or electronic communication.

Community Focus

The desire and willingness to understand and meet or exceed community expectations

Integrity

The ability to maintain confidences and trust, and to act in an honest, ethical and professional manner

Teamwork

The ability and willingness to work with others co-operatively and productively in order to achieve group objectives. This may include informal work groups or committees and project teams

Health & Safety

Adhere to all safe working procedures in accordance with instructions, taking reasonable care of oneself and others who may be affected by ones actions. The working environment is safe, risks minimised if not eliminated and report any accidents / Incidents immediately.