



Job Title:	Leadership Team Coordinator Kairuruku, Kāhui Hautū	Department:	Organisational Performance
Report lines:			
Direct Reports:	Reports To:	Key Stakeholders:	
0	Business Support Manager	Business Support Manager Business Support Team Leadership Team Ngā Taonga Employees	

About Ngā Taonga Sound and Vision

The New Zealand Archive of Film, Television and Sound Ngā Taonga Whitiāhua Me Ngā Taonga Kōrero (operating under the name Ngā Taonga Sound & Vision) is an independent charitable trust overseen by a Board of Trustees representing film, television, radio, archival, Māori and community interests.

Ngā Taonga is New Zealand's audiovisual archive. We save and cherish the stories, creativity and history of Aotearoa New Zealand in sound and moving images. With strong values of connection, conservation and commitment our purpose is to collect, preserve, care for and share Aotearoa New Zealand's audiovisual taonga. Our kaupapa expresses our commitment to the principles of the Treaty of Waitangi and reflects Māori and Pākehā perspectives, language and aspirations. It guides the way we work with each other, with audiovisual taonga and with those connected with them.

Position Purpose

The purpose of the Leadership Team Coordinator - Kairuruku, Kāhui Hautū is to provide exceptional administration services to the Leadership Team, including providing support for meetings, events and diary management.

The Leadership Team Coordinator is responsible for preparing minutes and agendas for the Leadership Team and Leadership Board meetings, as well as preparing presentation materials for internal and external presentations. This role is vital in supporting the wider organisation and others in the Business Support team as required.

Key Accountabilities

1. Leadership Team Support

- Develop knowledge and understanding of the Leadership Team's work commitments and proactively manage priorities and preferences.
- Anticipate demands on the Leadership Team's time and proactively manage commitments and diary changes.
- Manage the Leadership Team's diary and email, ensuring follow-up as required.
- Screen correspondence ensuring efficiently managed and answered and/or forwarded to appropriate staff as required.
- Prepare the agenda for the monthly Leadership Board as well as coordinating the collation of papers to be presented in the meeting.
- Gather accurate and timely information when required for context and/or decision making.
- Plan and book travel arrangements, including preparing detailed itineraries.
- Provide high level Microsoft Office support, including developing Word, Excel and PowerPoint

presentations and quality formatting of complex documents within agreed timeframes.

- Assist the Leadership Team in meeting their reporting requirements.
- Meeting management for the Ngā Taonga Leadership Team's (LT) weekly meetings and quarterly away days.

2. Business Support

- Assist with individual projects as agreed.
- Contribute actively and constructively to developing work plans as required.
- Manage or assist with event planning.
- Create or assist in the creation of events that enhance the reputation of Ngā Taonga.
- Follow effective project planning practices.
- Ensure National Library and/or DIA requirements are followed for Wellington office-based events.
- Provide assistance with drafting, editing, proofreading and managing feedback on documents and papers.
- Manage office stationery, organise catering and book business travel as required.

3. Contribute to Team Results

- Establish and monitor own work programme in conjunction with manager.
- Regularly review own current capabilities and build or source required skills.
- Consider the team's financial and other resources in identifying solutions and carrying out the work programme.
- Look for opportunities to make improvements to work-place practices that improve Ngā Taonga operations and performance.
- Actively participate in the Performance Development Process.
- Take part in cross functional and organisational priorities.
- Look for opportunities to model and reinforce Ngā Taonga Valued Behaviours and encourage others to do the same.

4. Mātauranga Māori

- Advocate and support our commitment to a kaupapa-centred approach across all roles and activities of Ngā Taonga and encourage others to do the same.
- Identify and participate in job relevant learning activities to develop or enhance your understanding of Ngā Taonga philosophies, values and principles relating to our kaupapa-centred approach, taonga Māori and mātauranga Māori.
- Take responsibility to ensure taonga Māori and mātauranga Māori interests are considered, and where appropriate, included in the course of your work activities.
- Encourage and support the use and normalisation of te reo Māori in the workplace.

5. Digital Capability

- Advocate with staff the need to increase digital capability across the Ngā Taonga, reflecting the fact that we are in a period of transition towards predominantly working with born-digital content.
- Encourage and support staff to increase their digital skills and understanding of working with this medium
- Take responsibility for sharing digital skills and understanding across members of the team.

6. Relationship Management

- Actively manage relationships and contractual agreements with key clients where appropriate.
- Ensure relationships with internal stakeholders are maintained positively through regular and open communication.
- Ensure relationships with external stakeholders are established and maintained positively for service, research and development purposes.

7. Health, Safety and Wellbeing

- Be aware of the Archive's hazards and risks, and the established controls to proactively meet all standards.
- Comply with all relevant Health and Safety policies, requirements and legislation.
- Be alert to identify or respond immediately to health and safety issues.
- Maintain your own wellness, health and safety within the workplace, and encourage others to maintain theirs.

Key Behaviours

Conservation		Connection		Commitment
Tika	Aroha	Hono	Tangata	Pono
<i>Do what is right</i>	<i>Integrity and Trustworthiness</i>	<i>Connection & Collaboration</i>	<i>Do what is right</i>	<i>Integrity and Trustworthiness</i>
Outcome: We are trusted		Outcome: We are connected		Outcome: We are valued
Valued Behaviour		Narrative/Explanation		
We value the collection by sharing it		<p><i>As kaupupuri of the audiovisual archive of Aotearoa, we work hard to ensure the collection is discoverable and accessible for both current and future audiences while adhering to professional best practice for audiovisual archiving. When we preserve and present archival material, we do so with appropriate attention to kaitiakitanga, manaakitanga, tikanga and the Archive's reputation. We also value and uphold the rights of depositors, kaitiaki and copyright holders.</i></p>		
We lift each other up		<p><i>We value everyone's contribution, skills and mana. We understand that our words matter, our behaviours matter and our colleagues matter. We show that by taking responsibility for the energy we bring into Ngā Taonga and our workspaces and by being generous in our interpretation of other people's motivations and actions.</i></p>		
We are easy to work with		<p><i>We work collaboratively and with integrity so that we are trusted and respected by both our colleagues and our stakeholders. We keep our promises – and we don't make promises we can't keep. We continuously improve our processes and our communications so that our work is efficient and effective as well as understood and valued.</i></p>		
We strive to do better		<p><i>We improve our chances of success by collaborating, seeking and encouraging alternative views, deliberately learning from the past, and ensuring that what we learn is made available to others – now and in the future. We recognise multiple worldviews as being valid, and we respect and acknowledge them. We understand and use feedback loops, reflecting on what worked and what didn't, and sharing this information so that we can all improve. We own our mistakes and don't blame other people</i></p>		
We use our time and resources responsibly		<p><i>Every day we focus on delivering value for money – with our own time, with the time of our colleagues, and with the financial, physical, environmental and intellectual resources at our disposal. We are thoughtful about our impact on the physical environment. We are always mindful of the significant contribution our funders, including New Zealand taxpayer makes to our organisation.</i></p>		

Key Qualifications and Expertise (or equivalent level of learning)

- Advanced support skills and solid experience in a support role.
- Excellent oral and written communication skills and a high level of proofing accuracy.
- Advanced computer literacy skills with Microsoft Word, Excel and PowerPoint, including advanced formatting skills.
- Understanding of the public service, or not-for-profit sector, and with an interest in the cultural and heritage sector.
- Initiative, flexibility and nous.
- Excellent inter-personal skills, with a strong focus on managing relationships.
- Discretion.
- Excellent decision-making and problem-solving skills.
- Minute taking and event planning skills.
- Excellent organisational and time management skills, and ability to prioritise work, cope with pressure and meet deadlines.
- Capable of working unsupervised and taking responsibility for a wide variety of tasks.
- The ability to work co-operatively in a team
- Awareness and understanding of Te Tiriti o Waitangi/Treaty of Waitangi

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.