

Job Description

Administration Coordinator

Our Values	Respect and support for all people. Opportunities for personal growth for all people. An environment in which all people are proud to live and work.
Mission	Supporting people with learning disabilities to achieve their life choices
Vision:	My Life. My Choice.

Position Purpose

The Administration Coordinator plays a pivotal role in ensuring the smooth and efficient operation of Hawksbury's administrative functions. This position provides high-level support to the Executive Leadership Team and wider organisation through the coordination of meetings, travel, documentation, and internal systems. The role also supports recruitment processes, learning and development activities, and contributes to maintaining a well-organised and welcoming office environment. By managing key administrative workflows and liaising with internal and external stakeholders, the Administration Coordinator helps uphold Hawksbury's commitment to quality, respect, and empowerment for the people we support.

Key Relationships

Report to	Quality and Systems Manager	External	Residents we support and their family/whānau
Responsible for	Nil		Allied Health Professionals
Internal	CEO		NASC
	Quality and Systems Manager		Findex
	Regional Manager		Audit Agencies
	Managers		DSS
	Other Hawksbury Employee		

Position Delegations

Financial Delegation:	Responsibility for approving expenditure directly related to the performance of duties up to \$500.00.
Human Resources:	Nil

Key Responsibilities

Administration and Support

- Provide PA support to the CEO, including proactive management of calendar, travel, and appointments.
- Deliver general administrative support to the Leadership Team, Board, and Executive Team, including meeting coordination, minute taking, and distribution of materials.
- Organise and prepare rooms for training sessions, conferences, interviews, and meetings, including arranging equipment, catering, refreshments, and setup.

Empowering | Respectful | Compassionate | Understanding | Honest
Whakamana | Whakaute | Ngākau Aroha | Māramatanga | Matatika

Doc Title/Ref:	Job Description –Administration Coordinator (HR-HR-JDAC)	Page 1 of 3
Review Date:	1 December 2027	
Version/Authorised by:	02, CEO	

- Manage travel and accommodation bookings for staff, including flights, car hire, and related logistics.
- Oversee day-to-day administration of the head office, including attending to visitors and guests, maintaining a tidy and welcoming environment, decorating for events and celebrations, and running errands as needed.
- Maintain and order office supplies, stationery, and other resources to ensure adequate stock levels.
- Process documents and mail (collection, postage, printing, and collating), and manage the flow of correspondence, including drafting letters, memos, reports, and emails.
- Assist with external communications, including website updates and responding to information requests.
- Coordinate vehicle maintenance, servicing, insurance claims, and regular checks for office vehicles.
- Review and recommend improvements to business administration processes to enhance efficiency and effectiveness.
- Work proactively with teams and groups to understand and anticipate administrative needs.

Financial Administration:

- Coordinate and submit DSS (Disability Support Services) reporting in line with funding and compliance requirements.

Recruitment Support (Ready Employee Platform)

- Draft and publish job advertisements in alignment with organisational needs and branding.
- Screen incoming applications, manage candidate communications, and respectfully decline unsuitable applicants.
- Schedule interviews in collaboration with hiring managers, ensuring timely and efficient coordination.
- Progress shortlisted candidates through reference check stages, maintaining accurate records.
- Prepare Individual Employment Agreements (IEAs) in accordance with organisational templates and employment legislation.
- Upload and maintain candidate documentation following interviews, ensuring compliance with privacy and record-keeping standards.

Systems Access Support

- Reset passwords for Webcare and Medi-Map systems as required

Learning and Development

- Coordinate, organise, and support staff learning and development initiatives across the organisation, including mandatory and external training (e.g., First Aid, Safe Manual Handling, Falls Prevention, Dysphagia, Diabetes, Epilepsy, Dementia, and other conditions as required).
- Manage the planning, booking, and delivery of training sessions in both regions, including venue arrangements, catering, and preparation of materials.
- Maintain and update staff training registers, education records, and databases, ensuring accurate tracking of participation and completion.
- Prepare regular reports to support organisational oversight and continuous improvement in staff development.
- Monitor staff engagement in training, following up with individuals and managers to ensure compliance and competency requirements are met.

Health, Safety and Wellbeing

- Ensure best practice and documentation under the Health and Safety at Work Act
- Promote and participate in maintaining a health and safety focus in the organisation, maintaining a safe workplace, and ensuring that all equipment is used correctly at all times
- Take practical steps to ensure a safe environment for the people we support, other staff and stakeholders and utilise the risk management policies and procedures to mitigate any harm or workplace injury

Empowering | Respectful | Compassionate | Understanding | Honest
Whakamana | Whakaute | Ngākau Aroha | Māramatanga | Matatika

Doc Title/Ref:	Job Description –Administration Coordinator (HR-HR-JDAC)	Page 2 of 3
Review Date:	1 December 2027	
Version/Authorised by:	02, CEO	

- Record and report incidents and accidents that occur in the workplace in a timely manner and take all practicable steps to prevent these events from happening again.

General:

- Attend and participate in training as required
- Maintain professional boundaries, image, attitude and behaviour at all times.
- Positively promote Hawksbury and foster increased awareness and support for the organisation
- Adhere to legislative requirements and Hawksbury's policy and procedures on confidentiality and the management of sharing information.
- Undertake any other administrative or support tasks as reasonably requested, provided these comply with relevant legal, policy, and organisational requirements.

Person Specification

A genuine commitment to our Mission, Vision, Values and committed to the well-being of the residents we support and staff.

Qualification: Full clean current New Zealand driver's licence

Experience: Minute taking Experience
Experience working in a cooperative team environment

Skills & Competencies Excellent written and verbal communication skills
Ability to listen actively
High level of organisational skills, ability to effectively prioritise and execute tasks
Proven advocacy skills
Is able to give and receive support and advice
Proven ability to resolve problems and find ways forward
Flexible and a self-starter
Excellent Microsoft Office application skills including Word, Excel and Outlook
Highly developed sense of integrity and discretion
Demonstrates a passion for excellence about the work that they do
Embraces diversity and has a strong focus on human rights
Excellent Time Management skills
Expert handling of sensitive information
Outstanding interpersonal skills and professionalism
Utmost Privacy, Confidentiality and trustworthiness
Demonstrated ability to work collaboratively and inclusively

Job Description Acknowledgement

I have received, reviewed, and fully understand the job description above.

Employee Name:		Date:	
Employee Signature:			

Empowering | Respectful | Compassionate | Understanding | Honest
Whakamana | Whakaute | Ngākau Aroha | Māramatanga | Matatika

Doc Title/Ref:	Job Description –Administration Coordinator (HR-HR-JDAC)	Page 3 of 3
Review Date:	1 December 2027	
Version/Authorised by:	02, CEO	