



Job Title: Te Ara Mahi Team Leader (37.5 hours per week)
Department: Te Ara Mahi
Reports to: Hub and Te Ara Mahi Manager

Organisational expectations:

Te Puna Ora O Mātaatua always expects all employees to maintain acceptable standards of conduct having regard to the reputation of the Organisation and the welfare of the Clients we serve.

Te Poutokomanawa o Te Puna Ora is a framework that underpins everything we do at Te Puna Ora o Mātaatua, and staff are required to have a strong commitment to the principles outlined in the framework.

Employees will carry out their duties in a professional manner while observing all codes, policies, legal requirements and procedures of Te Puna Ora O Mātaatua.

Flexibility in hours may be required to ensure deadlines are met.

Key Responsibilities:

- Responsible for ensuring data and narrative is accurate, timely and available for manager via monthly dashboards and reporting in preparation for external and internal reporting.
- Promoting the Te Ara Mahi pathway to relevant portals and forums within the region
- Attending and participating in multi-agency hui relevant to delegated caseload, and organisational growth activities
- Ensuring clear pathways and project plans for clients of Te Ara Mahi
- Oversight of programme and activity development to ensure it continues to be fit for clients, kaimahi and the organisation.
- Oversight of the referral and enrolment process to ensure it continues to be fit for clients, kaimahi and the organisation.
- Overseeing the daily operations of the Te Ara Mahi core programmes including but not limited to:
 - Workforce Kaiarahi
 - Mana Tangata – Cultural Empowerment
 - Health and Wellbeing
 - Placement brokers
 - All administrative tasks

- Supporting Te Ara Mahi staff in their various roles and programmes
- Ensuring a robust implementation plan is in place that provides wrap around resources to support clients through the Te Ara Mahi program
- Oversight of communication plan to ensure promotion continues to be fit for clients, kaimahi and the organisation.
- Oversight of team data entry into Ara Whānui to ensure it is up to date, accurate and available for reporting.
- Providing the Manager, Hub/TAM and organisational leadership with relevant information, data, and intelligence as required
- Ensuring all referrals and registrations have a whānau plan with designated goals of which will be supported and facilitated by the Te Ara Mahi programme
- Ordering and processing designated resources for the Te Ara mahi operations as determined by Te Puna Ora o Mātaatua management and leadership
- Maintaining professional development and keeping abreast of issues facing rangatahi Māori.
- Mapping out all project plans for one off events and also ensuring the full year planning, tutors programmes are mapped out for manager approval.
- Ensuring that there is regular reporting from all staff within Te Ara Mahi.

Competencies, abilities and attributes:

- Strong time management and report writing skills
- Attention to detail, confidentiality, and professionalism
- Self-motivated and ability to prioritise work
- Ability to work under pressure and ensure deadlines are met
- Advanced level of literacy in office systems, including the Microsoft Office suite of products
- Strong team leadership
- Ability to identify and empathise with vulnerable rangatahi and their whānau
- Ability to engage, develop and maintain relationships with employees and relevant stakeholders of Te Puna Ora o Mātaatua
- Commitment to the Vision and Values of Te Puna Ora o Mātaatua.
- Knowledge of Te Reo me ōna Tikanga Māori.
- Minimum of 2-3 years experience in a similar role.