

Regional Funding Administrator – Position Description

New Zealand Playcentre Aotearoa Vision/Mission:

Whānau Tupu Ngātahi - Families growing together.

Playcentre is a family organisation where:

- we empower adults and children to play, work, learn and grow together
- we honour Te Tiriti o Waitangi and celebrate people's uniqueness
- we value and affirm parents as the first and best educators of their children so that whānau are strengthened and communities enriched

Purpose of the Position

The Regional Funding Administrator provides support to regional leaders through ensuring all avenues of regional funding are followed and appropriately accounted for.

It is responsible for the administration supporting compliance with statutory funding requirements.

This role is also responsible for the collection, collation and analysis of funding data and production of reports on regional funding.

Please note this job description may change from time to time as reasonably required by Playcentre Aotearoa.

Place of Work

Regional Office

Reporting

The Regional Funding Administrator –reports to the Regional Manager.

Direct Reports

None



“Whānau tupu ngātahi – families growing together”

Key Relationships

- Centre Advisors
- Regional teams
- Regional Support team
- Centre members
- Regional educational funders

Key accountabilities	
Role specific	<ul style="list-style-type: none">• Oversee bookings and enrolments for any programmes in the region.• Process new enrolments at Playcentres within the region and administer all aspects of the Student Management System (SMS) to ensure that MoE and ELI requirements are met and funding is maximised.• Collaborate with the Centre Advisors to ensure that enrolment information is accurate and up to date and that systems are well understood and implemented in centres.• Monitor and complete administration in relation to liaison with centres, Regional Support Lead and the Ministry of Education on matters relating to:<ul style="list-style-type: none">○ Discretionary situations○ Emergency closures○ Amendments to license• Collate data and provide reports which assist the organization in its planning, support funding claims, provide evidence of compliance, and assist in risk analysis.• Identify any possible data discrepancies and liaise with Centre Advisors and Regional Support Leads to clarify any issues with centre data.• Work collaboratively with Regional Funding Administrators in other regions and the Regional Support Leads and Whanau Programme Coordinators to develop quality reports and annual reporting schedule.• Provides additional administrative support for other regional office staff as may be agreed from time to time

Bi-cultural partnership	<ul style="list-style-type: none"> • Displays a demonstrated understanding of te ao Māori, including an appreciation of matauranga Māori, tikanga Māori and te reo Māori. • Recognises and understands the principles of Te Tiriti o Waitangi and how they relate to Playcentre. • Participates in ongoing Treaty and Bicultural related training and other appropriate professional development.
Centre focused	<ul style="list-style-type: none"> • All Playcentre employees have responsibility for ensuring that their role and contribution (whether directly or indirectly) in the development, co-ordination and provision of services or support, proactively helps centres to be able to undertake their work upholding and promoting Playcentre Aotearoa values and philosophy.
Health and Safety	<ul style="list-style-type: none"> • Undertakes work safely complying with the Health & Safety at Work Act 2015 and taking responsibility for your own actions. • Complies with all H&S information, instruction, Playcentre policies and procedures, training and supervision. • Reports any health & safety hazards, risks and incidents in the workplace immediately. • Complies with all requirements of return to work and rehabilitation plans.

Key competencies	
Pou Hono: Valuing Māori	<ul style="list-style-type: none"> • Actively engages in promotion of Māori cultural values. • Recognise that others will bring/apply their cultural perspective to all discussions, decisions and actions. • Identifies cultural perspectives and bias in others and challenges their views in a manner that would cause them to self-reflect.
Analytical thinking	<ul style="list-style-type: none"> • Establish clear goals and priorities. • Review or create reports, identify trends as well as isolated events.
Building relationships	<ul style="list-style-type: none"> • Ability to establish trust and confidence of stakeholders. • Honest, respectful and open in delivery of communication.

Key competencies	
Communication with influence	<ul style="list-style-type: none"> • Support the Playcentre community to find a common ground where necessary, and to propose viable solutions that meet individuals needs as well as the needs of the centre. • Earns respect through competence in role and acting with honesty and integrity. • Conveys and supports agreed messages with relevant examples, demonstrations and stories. • Solution focused.
Consultation & collaboration	<ul style="list-style-type: none"> • Provide sound advice to support stakeholders (internal and external) and build trust. • Accepts feedback openly and encourages open and honest dialogue within the centre.
Delivering results	<ul style="list-style-type: none"> • Ensure that work and information are complete and accurate. • Consistently achieves priority goals, seizes challenges, and deals with any knock backs positively.

Person Specification	
Skills and Attributes	<ul style="list-style-type: none"> • Good relationship skills and the ability to work collaboratively within a team. • Good written and verbal communication skills. • Positive attitude and team player with proven customer focus. • Good attention to detail and problem-solving skills. • Can do attitude with a positive outlook. • Organised - excellent time management skills and ability to meet deadlines. • Strong numerical skills. • Experience of analysing data and producing reports. • Previous administration experience. • Experience of setting up / ensuring continuous improvement to administrative systems. • Excellent computer skills- confident in computer usage with experience of Microsoft Office suite.