



11 Waihemo Street, Waitangirua, Porirua

Phone Number: (04) 235 8683

Email: Office@ATAMU.org.nz

Website: www.atamu.org.nz

Job Description for an: ULIMASAO COORDINATOR

Reports to:

1. Research and Innovation Committee for all matters

Working Relationship

Internal:

- ATAMU Chief Executive
- ATAMU EFKS PORIRUA Incorp Society Executive Committee and Board Members

External

- Government Departments and agencies, in particular Ministry of Education and Ministry of Social Development
- Local schools

Nature of Work

The Ulimasao Coordinator is responsible for ATAMU EFKS PORIRUA Incorp Society's (AEPIS) Ulimasao/OSCAR programme. The position handles most of the communications with internal and external clients who include parents, students, the community, teachers, school administrators and some Government Agencies. The person schedules appointments, receive visitors, and keep track of compliance, and assist the Operations Officer with payroll and Accounts on a daily basis.

Personal Positive Attributes

<ul style="list-style-type: none">• Achiever• Active• Adaptable• Cheerful• Communicative• Compassionate	<ul style="list-style-type: none">• Genuine• Good listener• Industrious• Initiator• Insightful• Inventive	<ul style="list-style-type: none">• Proactive• Productive• Professional• Responsible• Results-driven• Results-oriented
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<ul style="list-style-type: none"> • Consistent • Cooperative • Devoted • Diplomatic • Easy going • Enterprising • Enthusiastic • Entrepreneurial • Facilitator • Flexible • Focused 	<ul style="list-style-type: none"> • Knowledgeable • Leader • Literate • Logical • Open Minded • Organised • Outgoing • Patient • Perceptive • Pleasant 	<ul style="list-style-type: none"> • Self-reliant • Sense of Humor • Sensible • Skilled • Social Consciousness • Thoughtful • Trustworthy • Understanding • Warm • Wise
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AEPIS demands that the candidate must be an active listener, critical thinker and organiser.

Priority Duties

- Coordinate work flow the ULIMASAO/OSCAR programme
- Update and chase delegated tasks to ensure progress to deadlines
- Take initiative in the absence of teachers, volunteers and facilitators
- Liaise with the Research and Innovation Committee programme on schedule
- Process timesheets for payroll on a fortnightly basis
- Work with AEPIS Secretary Administrator and the Operations Officer to maintain procedures manual to ensure consistent performance of routine
- Communications:
 - arrange "callbacks" to maintain efficient connections with children's parents and care givers
 - Provide back-up materials for callbacks
 - Route calls elsewhere as needed
 - Do phone surveys/inquiries as needed
- Appointments/Meetings
 - Prepare agenda in advance
 - Arrange meeting facilities

- Act as recording secretary; prepare action minutes for R&I Committee and Parent/Community meetings.
- Confidentiality
 - Assure discreet handling of all business particularly when children welfare is involved.
- Visitors
 - Screen to control interruptions
 - Provide back-up data as needed
 - Arrange amenities as needed
 - Schedule visits away from the Ulimasao premises to protect priority/private tasks
- Travel
 - Arrange travel through the Operations Officer
 - Prepare itinerary, trip file and supplies
 - Prepare expense report tools for the Operations Officer as required.
 - Complete expense and reimbursement reports after trip.

Other Duties

The Administrative Coordinator typically carries out the following:

1. General

- Answer telephones and take messages or transfer calls
- Schedule appointments and update event calendars
- Arrange staff meetings
- Handle incoming and outgoing mail and faxes
- Draft routine memos, billing, or other reports
- Edit Alimasao/OSCAR correspondence and ensure document accuracy
- Maintain databases and filing systems, whether electronic or paper
- Perform basic budget.

2. Manage and maintain Ulimasao/OSCAR schedules.

- Prepare reports, memos, letters, budgets and other documents, using word processing, spreadsheet, database, or presentation software.
- Process pay-sheets information, data.
- Conduct research, compile data, and prepare papers for consideration and presentation to support proposals to the AEPIS CEO and AEPIS Board.
- Attend the BOM Research and Innovation Committee and project meetings to record minutes.
- Compile, transcribe, and distribute minutes of meetings.
- Greet visitors and determine whether they should be given access to specific individuals.
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Perform general programme duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work specifically for the ULIMASAO/OSCAR project.
- File and retrieve corporate documents, records, and reports.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- Make travel arrangements for the programme out-of-site travels.
- Prepare responses to correspondence containing routine inquiries.
- Prepare agendas and make arrangements, such as coordinating catering for luncheons, for parent/caregiver and other meetings.
- Review operating practices and procedures to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditures.

3. Communicating with Peers, or Subordinates

- Providing information to R&I Committee, Operations Officer, Human Resources Committee, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

4. **Performing Administrative Activities**

- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork:
- Maintain records, reports, or files
- Prepare reports
- Assist develop records management system
- Prepare reports for management
- File or retrieve paper documents and related materials

5. **Interacting With Computers**

- Using computers and computer systems (including hardware and software) to set up functions, enter data, or process information.
- Use computers to enter, access or retrieve data
- Use word processing or desktop publishing software

6. **Getting Information**

- Observing, receiving, and otherwise obtaining information from all relevant sources in strict confidentiality.

7. **Establishing and Maintaining Interpersonal Relationships**

- Developing constructive and cooperative working relationships with others, and maintaining them over time.

8. **Communicating with Persons Outside Organisation**

- Communicating with people outside the organisation, representing the organisation to customers, the public, government, and other external sources.
- This information can be exchanged in person, in writing, or by telephone or e-mail.
- write business correspondence

9. **Organizing, Planning, and Prioritizing Work**

Developing specific goals and plans to prioritize, organize, and accomplish your work.

- plan or organise work

- plan meetings or conferences

10. Documenting/Recording Information

- Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

11. Identifying Objects, Actions, and Events

- Identifying information by categorising, estimating, recognising differences or similarities, and detecting changes in circumstances or events.

12. Performing for or Working Directly with the Public

- Performing for the AEPIS when dealing directly with the public.
- Answer customer or public inquiries with accuracy.

13. Updating and Using Relevant Knowledge

- Keeping up-to-date technically and applying new knowledge to your job.
- Use oral or written communication techniques

14. Processing Information

- Compiling, coding, categorising, calculating, tabulating, auditing, or verifying information or data.
- Compile numerical or statistical data.

15. Assisting and Caring for Others

- Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or volunteers.

16. Scheduling Work and Activities

- Scheduling events, programs, and activities, as well as the work of others.
- Schedule meetings or appointments.
- Arrange teleconference calls.
- Schedule or contract meeting facilities.

17. Making Decisions and Solving Problems

- Analyzing information and evaluating results to choose the best solution and solve problems.

18. Thinking Creatively

- Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
- Develop new programme forms.

19. Coordinating the Work and Activities of Others

- Getting members of a group or team to work together to accomplish tasks.
- Oversee review and execution of project or program policies.
- Coordinate staff, volunteers or activities in clerical support setting.

20. Developing and Building Teams

- Encouraging and building mutual trust, respect, and cooperation among team and other sectional staff members.

21. Interpreting the Meaning of Information for Others

- Translating or explaining what information means and how it can be used.
- Explain rules, policies or regulations.

22. Monitor Processes, Materials, or Surroundings

- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

23. Evaluating Information to Determine Compliance with Standards

- Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

24. Judging the Qualities of Things, Services, or People

- Assessing the value, importance, or quality of things or people.

25. Resolving Conflicts and Negotiating with Others

- Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

26. Developing Objectives and Strategies

- Establishing long-range objectives and specifying the strategies and actions to achieve them.
- develop policies, procedures, methods, or standards

27. Analyzing Data or Information

- Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- analyze organisational operating practices or procedures

28. Provide Consultation and Advice to Others

- Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.
- Recommend improvements to work methods or procedures
- Recommend solutions of administrative problems

29. Training and Teaching Others

- Identifying the educational needs of children, students and others, developing formal educational or training programs or classes, and teaching or instructing others.

30. Handling and Moving Objects

- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

31. Monitoring and Controlling Resources

- Monitoring and controlling resources and overseeing the spending of money.

32. Estimating the Quantifiable Characteristics of Products, Events, or Information

- Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform the Ulimasao/OSCAR programme activity.

33. Inspecting Equipment, Structures, or Material

- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.