

Role Profile: **Operations Assistant - Hangarau**

Purpose

You will assist our Hangarau leadership team and the wider department with first class administration support.

You will also work with the Platforms, Digital, Media Services and Media Delivery teams to provide assistance and support to enable our operation to perform to its highest possible level.

Kaupapa

Ko Te Ao kia tika, kia mārama, kia rere, kia Māori

- **Kia tika:** High quality reo and professionalism
 - Using quality Māori, English and professionalism in everything we do
- **Kia mārama:** Easy to understand
 - Breaks down complex matters so that our stakeholders (internal and external) and audience, where appropriate, understand what we are communicating
- **Kia rere:** Accessible
 - News, general content as it happens– anytime, anywhere, on any device
- **Kia Māori:** Uniquely Māori
 - Elevates matters to Māori, promotes Māori voices and delivered in a Māori way

Key accountabilities

- General Administration support (invoice processing, dealing with suppliers and contractors)
- Upkeep and management of Hangarau Terms of Trade
- Provide cover for basic roles within Studio and/or Camera/Edit team
- Assisting with kit and vehicle management
- Ownership and management of the MTS master schedule system
- Updating and maintaining MTS Master Asset Register
- Professional and Language Development
- Health and Safety
- Contribution to Māori Television

Key responsibilities and expected outcomes

Key accountability	Key responsibilities	Expected outcomes
Administration	<ul style="list-style-type: none"> • General Admin support • Financial Admin support • Equipment management • Vehicle management 	<ul style="list-style-type: none"> • Effective and proficient administration functions. • Processing of incoming invoices and liaising with contractors and suppliers. • Work with the production team and Head of Media Services to manage technical equipment internal rental processes. • Ownership and management of the MTS master schedule,
Professional and Language Development	<ul style="list-style-type: none"> • Identify, in conjunction with your Manager, areas for both technical/craft and language related development • Demonstrate active participation in development activities agreed with your Manager • You actively seek out and take on board feedback 	<ul style="list-style-type: none"> • Training and development goals are identified/agreed with your manager. • Performance is regularly reviewed with your Manager. • You understand how your role contributes to Māori Television's strategic goals
Health and Safety	<ul style="list-style-type: none"> • Take all steps to ensure own and others safety at work; ensuring that you do not put yourself or others at risk of harm • Ensure all hazards, incidents, near misses and injuries are reported in a timely manner. • Promote a safe and healthy workplace 	<ul style="list-style-type: none"> • Health and safety requirements upheld
Contribution to Māori Television	<p>To ensure that any ideas that may enhance the productivity or systems of the company are brought to the attention of your manager</p> <ul style="list-style-type: none"> • Communicate care and passion for the Māori Television Brand • Strive to be positive and constructive at all times • Straight talking about the facts of the situation – open discussions are the best way to find solutions • Help others through communicating clearly • Deliver on commitments • Support all of the team that you are working with to ensure the achievement of goals • Volunteer for projects as is practical outside your normal scope to widen your contribution to the overall success of the company • Adhere to all company policies • Carry out any other tasks that arise to meet the operational needs of Māori Television 	<ul style="list-style-type: none"> • You understand how your role contributes to Māori Television's strategic goals • Performance is regularly reviewed with your Manager

Person specification

Qualification/s

- Preferred: A tertiary qualification in

Experience

- Essential: 2+ years previous experience as a team administrator
- Preferred: Experience in broadcasting, television or film production or a related field

Te Reo Māori Fluency

- Preferred: Fluent in te reo Māori
- Essential: Exposure to Te Ao Māori and acknowledgement and that the learning of te reo Māori is a requirement of this role

Other role requirements

- Flexibility to work rosters/evenings/weekends
- Full, clean NZ Drivers Licence
- Ministry of Justice check
- Right to work in New Zealand

Skills and attributes relevant to this role

- **Time management:** Ability to meet scheduled deadlines, make split-second decisions on content, ensure ethical standards are always met, and manage multiple tasks
- **Communication and interpersonal talents:** Ability to work well with others. Excellent written and verbal communication skills in both Te Reo and English
- **Critical-thinking and problem-solving capabilities:** Ability to handle pressure calmly, such as