

Midland Regional Senior Administrator 2nd Quarter Report (Oct – Dec 2011)

Overview

During the months of November and December we have seen changes to the office space of the Midland MH&A team with two moves that have occurred over this period. Along with the move was the setting up of the new office space and meeting of the Mental Health team at Whare Whakauae.

November brought the last regional forums for 2011 with everyone winding down for the festive season, which was a good opportunity to catch up on administration and prepare for 2012.

Service Development

- Organise Midland Mental Health Older Persons Swap Shop for the 08 December (postponed) to 08 February 2012
 - Coordinate registrations
 - Organise venue & catering
- Organise Midland Eating Disorders forum for February 2012
 - Organise venue & catering
 - Assist with invites and agenda

Relationships and Partnerships

- Coordinate the Midland forums for month of November and organise venue, catering & accommodation and attended to provide administrative support
 - Midland Addictions Forum
 - Midland Nga Purei Whakataa Ruamano forum
 - Midland Generating Action for Family Whanau
 - Midland He Tipuana Nga Kakano (consumer)
 - Midland Portfolio Managers forum
- Migration from Edward Guy to the new Corporate Services floor and setting up of office
- Migration from Corporate services floor to Mental Health Training Wing offices and setting up the office
- Provided technical support for the Lakes DHB Staff Revue
- Attended Christmas breakfast with Corporate Services and lunch with Mental Health Services
- Attended and supported PRIMHD training with a service in Opotiki
- Overseeing the administration and phone lines for the Corporate Services floor during the festive period

Workforce

- Coordinate the Midland Workforce Advisory meeting for month of November organising venue, catering & accommodation and attended to provide administrative support
- Assist with the editing of the Takarangi Core Competency "Innovation by Collaboration" report

Administration / General

- Organise team meetings for the quarter plus minute taking
- Organise travel arrangements for the Midland team and regional forums
- Preparation of invoices through the requisition system and process invoices for payment
- Responding to email requests from Midland team
- Supporting colleagues from other departments as requested
- Update Midland website

3rd Quarter (Jan-Mar 2012) Activities

- Annual leave from 11 January to 27 January

- Organise and attend Midland Regional Forums for month of February
- Provide administrative support for MHSOP Swap Shop
- Provide administrative support for Midland ED Forum