

Midland Regional Senior Administrator 3rd Quarter Report (Jan – Mar 2013)

Overview

Whilst many people take leave during this period, this allowed for quiet time to catch up and focus on the year ahead particularly the Nga Hau E Wha – National Consumer contract which came under the wing of the regional team in October 2012. February sees the regional network meetings kickstart for the year along with the first class for the Hauora Maori Diploma – the year began to get busy.

Service Development

- Midland Dementia webpage development
 - Train the Midland Dementia coordinator to use content management system
- Youth Forensics Pathway workshop
 - Organise venue & catering
- Nga Hau E Wha (NHEW)
 - Organise venue & catering
 - Organise travel for members (flights & accommodation)
 - Create NHEW webpages
 - Organise temp in Wellington
 - Administration, ie processing invoices, editing of minutes

Relationships and Partnerships

- Coordinate the Midland forums for month of February and organise venue, catering & accommodation and organise temps 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
 - Midland Clinical Governance network
- Edit minutes for all regional meetings

Workforce

- Eating Disorders Forum – provide support to organise event, certificates etc
- Workforce Strategic Plan – editing
- Commenced the Hauora Maori Diploma – 3 days a month over a 7 month period

Administration / General

- Organise team meetings for the quarter
- 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 and the region
- Supporting colleagues from other departments as requested
- Update Midland website
- Study – Hauora Maori Diploma (13 to 15 February and 20 to 22 March)

4th Quarter (Apr-Jun 2013) Activities

- Undertake some Workforce duties - Eating Disorders evaluation
- Supervision Scholarships
- Prepare for Family Whanau, Youth & Consumer Summits