

Midland Regional Senior Administrator 3rd Quarter Report (Jan – Mar 2015)

Overview

With the festive season over and time to get stuck into a new year, reports were waiting for revising and editing before submissions for Nga Hau e Wha, supporting National Workforce centre, Te Rau Matatini to organise Hui and preparations for the Midland network quarterly meetings the first round for 2015.

With the conclusion of round one of the Infant Perinatal workshops attendance certificates and evaluations needed completing and planning underway for the final two workshops being held across the region.

Service Development

Midland Infant Perinatal Workshop One

- Develop and disseminate certificates to the those that attended workshop one during November and December 2014
- Reconcile the evaluations completed by participants to contribute to the evaluation report
- Organise dates, venues and travel for Waikato & Lakes workshops two being held in March

Hui a Rohe

- In collaboration with Te Rau Matatini organise flyer for the Midland region
- Organise registrations and attendance list
- Organise venue, catering and travel for Taranaki & Tairāwhiti participants

Relationships and Partnerships

- Coordinate the Midland forums for month of February/March and organise venue, catering & accommodation and organise temps to provide administrative support where required
 - Midland Addictions Network
 - Midland Te Huinga o Nga Pou Hauora
 - Midland Generating Action for Family Whānau Network
 - Midland Portfolio Managers Network
 - Midland Clinical Governance Network
 - Midland OST Network
 - Midland DAO Network
 - Midland Clinical Workstation Network
 - Nga Hau E Wha
- Edit minutes for all unattended regional meetings & Nga Hau E Wha

Administration / General

- Organise travel arrangements for the Midland team and regional networks
- Organise timesheets, leave and reimbursements for payroll
- Preparation of invoices through Oracle and manually to process invoices for payment
- Responding to email requests from Midland team and the region
- Update Midland website updates including Nga Hau E Wha pages