

## Midland Regional Senior Administrator 1<sup>st</sup> Quarter Report (Jul – Sept 2011)

### Overview

This quarter has been very productive with the ongoing initiatives that have been taking place within the Midland region more so around Workforce Development which has kept me busy over the past 3 months. During the month of July allowed for preparation of the one day Midland strategic planning days for all our regional forums and organising various meeting/events throughout the quarter as required.

With the integration of Midland services into HealthShare the MH&A team have come together on two occasions to brainstorm and give feedback to leadership meetings that have occurred that would impact on all teams working collaboratively. With the leadership of the MH&A team we have been given the opportunity to have a voice which continues to keep our communication channels opens – its great to be kept in the loop.

### Relationships and Partnerships

- Coordinate the Midland Strategic Planning days and organising 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)
- Prepare and organise venue & catering for the Midland Clinical forum & Midland Portfolio Managers meetings during the month of August
- Organise the Midland Eating Disorders meeting by way of venue and catering on behalf of Bay of Plenty DHB
- Meet and greet with HealthShare Auditing Staff and setup the Midland office space in Hamilton
- Support the opening of the new hospital wing at Lakes DHB by attending the blessing and directing traffic for the opening
- Prepare and organise venue & catering for Midland NASC meeting held during the month of September
- Meeting with the new PA for HealthShare and provide support on administrative processes for the Midland Shared Services agency

### Workforce

- Ensure all flyers and other documentation re evaluations and other are proofed and edited as required
- Organised the Takarangi Phase One, two day workshops for Bay of Plenty, Tairāwhiti and Waikato districts for the month of August
- Organised the Takarangi Phase Two – Champs & Evaluations, one day workshop for Bay of Plenty, Tairāwhiti and Waikato districts for the month of September
  - Produce/edit flyer and disburse within the Midland region
  - Coordinate registrations
  - Organise the venue and catering
  - Organise travel for the facilitator & Midland Workforce Coordinator
- Organise the Takarangi Assessors workshop
  - Organise the venue and catering
  - Organise accommodation for Taranaki & Tairāwhiti participants

### PRIMHD

- Finalise and edit the Midland PRIMHD Implementation Evaluation 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
- Finalise the following reports:
  - Midland Addictions Qualifications Discussion paper
  - Midland NASC Assessment report (part two)
- Responding to email requests from Midland team
- Supporting colleagues on D Floor as requested
- Update Midland website

### **2<sup>nd</sup> Quarter (Oct-Dec 2011) Activities**

- All Midland regional forums for the month of November
- Midland Workforce Advisory Group meeting
- Support by way of administrative support for up & coming Midland Workforce
- Migrating into new Lakes office space and setting up office
- Partnership building with migration into Midland Shared Services Agency