



Running the organisation

Financial management

- Funding streams
- Fees review
- Financial strategy
- Accounts

Administration of the business

- IT management
- Capital assets, buildings and fit out
- System improvement (non-clinical)
e.g. waiting time/waiting room/covid
planning/HR work
- Board meetings, minutes, agendas
- Staff meetings, agenda, meetings
- Supporting admin team
- Attend admin meetings
- Legal

Relationship management

- Complaints
- Newsletter/website
- Working with the PHO
- Collaborating with other services
- Building iwi relationships
- Assisting CEO with strategic
development in clinical practice
- Media

HR and employment

- Rosters
- Leave plans
- Staff reviews/performance
- Managing staff disagreements
- Staff functions, team building
- Ensuring staff are happy
- Staff meetings
- Recruitment
- Onboarding new staff