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)
  o Waiting time
  o Waiting room
  o COVID planning
  o HR work
- Board or staff meetings (minutes/agendas)
- Supporting admin team/attending admin meetings
- Legal

Relationship management

- Complaints
- Newsletter/website
- Working with 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
- Staff wellbeing
- Recruitment
- Onboarding new staff