

POSITION DESCRIPTION

Title: Administration Manager - 1.0 FTE

Hours of Work: 40 hours per week Monday to Friday

Reports to: Chief Operations Officer

Date: February 2026

ABOUT MĀTAI

Mātai which means ‘to investigate’, is a non-profit medical imaging research centre, leading world-class research and innovation to advance the understanding of the brain (roro), heart (manawa), and body (tinana). We draw inspiration from the Māori creation story of Uepoto, the God of Curiosity – who saw a glimmer of light, which stimulated his curiosity so that he ventured out of the darkness into the outer world and beheld light and its potential. As part of our Mātai whānau (family) we embrace curiosity, courage, creativity, and collaboration – encouraging all to seek new discoveries and unlock the potential to uplift the health and education outcomes for our people and communities worldwide.

VISION | KAUPAPA

Hanganga o nga ahuatanga whakamua o te Rangahau Rongoa me nga mahi hou
Shaping the future of medical research and innovation

MISSION | MĪHANA

Te Mata Mātai Hura

To unlock the mysteries of the brain and body for predictive and preventive medicine

STRATEGIC PRIORITIES | NGĀ POU

- *Tāngata* – People
- *Mātai Puna* – Research, Education, and Innovation
- *Orangatanga* – Health and Wellbeing

WHO WE ARE | KO WAI MĀTOU

- Cutting-edge medical research institute
- Innovators in medical imaging and clinical translation

WHAT WE DO | HE AHA TA MĀTOU MAHI

- Translate advanced medical imaging technology
- Work alongside the community with transdisciplinary approaches
- Bridge knowledge gaps and improve health pathways
- Conduct imaging and predictive modelling
- Advance health equity for Māori, Pacific, and rural communities
- Uplift health and well-being globally

WHAT WE CONTRIBUTE | HE AHA TA MĀTOU E TAKOHA

- Access to advanced medical imaging
- Novel health innovations, including predictive medicine
- Opportunities for rural, regional, and indigenous participation in research
- Equitable access to research, science, and innovation
- Enhanced community assets, talent, spirit, and capacity
- Education and employment opportunities

POSITION FOCUS | TE ARONU I Ō TĒNEI TŪNGA

The Senior Administrator oversees Mātai Institute’s clinical, research, and corporate administration functions, ensuring efficient day-to-day operations and high-quality service delivery. Working closely with the Chief Operations Officer, the role supports radiology administration, office coordination, and key organisational processes.

The position also provides routine financial administration support, including invoice processing, basic reconciliations, and payment preparation, working in collaboration with the Finance Manager.

INDIVIDUAL DUTIES AND RESPONSIBILITIES
<p>Specific Duties and Responsibilities</p> <ul style="list-style-type: none"> • Bring an “awesome”, kind, and caring attitude to work every day and work collaboratively with the Mātai whānau • Act as a professional, welcoming front-facing, inclusive representative of Mātai for patients, participants, visitors, and partners • Provide leadership and day-to-day oversight of Mātai Institute’s administration services and front-of-house operations • Develop, manage, and continuously improve Mātai Institute’s administration systems and processes that support consistent, high quality service delivery • Manage radiology and clinical administration workflows, scheduling, and documentation • Ensure billing and financial administration processes within Radiology Information System (RIS) are accurate, timely, and appropriately documented • Provide routine financial administration support in collaboration with the Finance Manager, including loading invoices, reconciliations, billing, and maintaining accurate records • Extract and support reporting from the RIS, contributing to financial, operational, and clinical reports as required • Provide training and support to staff on administration and financial processes as required • Role model high standards of customer service and culturally safe engagement at all times • Ensure reception and shared environments remain clean, organised, and appropriately stocked • Provide administrative support to the Director of Research, COO, Finance Manager, and Clinical Lead as required • Work alongside the COO to develop and maintain health and safety procedures, emergency procedures, and staff induction processes • Support coordination across clinical and research teams to enable efficient project and service delivery <p>General Responsibilities</p> <ul style="list-style-type: none"> • Bring a dynamic, compassionate, and collaborative approach to work each day, contributing to a supportive Mātai whānau environment • Contribute to a positive, high-performance culture aligned with Mātai Institute’s strategic, research, and community impact goals • Follow and support Mātai standards, policies, and procedures, including quality and administrative controls • Adhere strictly to MRI and clinical environment safety protocols where applicable • Comply with health and safety requirements and emergency procedures, and ensure hazards are documented in the risk/hazard register • Work in accordance with ethical, cultural, and kaupapa Māori frameworks that guide Mātai practice • Maintain confidentiality and secure handling of participant, patient, and organisational information • Undertake additional reasonable duties as required to support the smooth operation of Mātai

PERSON SPECIFICATION

Essential skills, knowledge, abilities and attributes:

- Awesome “can do” attitude
- 3+ years administration experience as a Team Leader

- Understanding of radiology systems, procedures and medical terminology
- Demonstrated leadership and mentoring skills
- Proven knowledge of all Windows based applications and patient information systems
- Excellent oral and written communication skills
- Experience with collaborating across multi-disciplinary research teams
- Works well under pressure, can manage and delegate workload effectively
- Ability to lead by example and inspire confidence
- Passion to improve health outcomes in the region

Preferred:

- Established relationships with iwi and hapu and the ability to speak in te reo Māori
- Experience working in a research environment
- Knowledge of IANZ accreditation standards
- Knowledge of tikanga Māori

QUALIFICATION/LICENSES

- CPR certification preferred

Employee Signature:



Employer Signature:

Date:

Date:

23 February 2026