



Health Workforce New Zealand Administrator 2DHB

In my current role I work across two DHBs, Hutt Valley and Wairarapa. I am responsible for administering, reporting and tracking HWNZ funding allocated to both Hutt Valley and Wairarapa DHBs to assist nurses in gaining post graduate qualifications as well as the Nursing Entry to Practice contract for graduate nurses.

HWNZ Post Graduate & NETP Contracts – Hutt Valley DHB & Wairarapa DHB

- Maintaining an in depth database of all applicants for post graduate funding
- Building and maintaining key relationships with finance teams in universities around New Zealand.
- Liaising with all applicants from the application process, completing, distributing and collecting signed individual contracts right through to the completion of each paper and obtaining marks.
- Two yearly reports of participants and CTNs then, Monthly reports to HWNZ.
- Tracking and applying for HWNZ revenue as per contracts.
- Working closely with the finance and revenue team regarding contract invoicing etc

PDU Administration – Hutt Valley DHB

- Compiling and invoicing for student placements (monthly)
- Database management
- Minute taking
- Travel arrangement
- Organising training and up-skill training for nurses with HVDHB
- Event management, including designing and producing promotional material, editorials, and keeping within budget
- Financial– reporting, invoicing, accruals, revenue, reimbursements etc
- Other tasks – ie stationery ordering, building services , monthly stores purchases

Personally

I live on a lifestyle block in Upper Hutt with my partner of 20 years, two horses, three dogs and chickens. I have two grown step children and four grandchildren.

I came to this role with a strong background of community development, contract management, funding/funder awareness, project and event management as well as desktop publishing, with most of my career being spent in the public sector.