

Position Description

Title	Contractor Administrator
Location	Hawkes Bay /Petone / Auckland
Reports To	Head of Group Administration
Direct Reports	No

About Habit Health

Our purpose is to support people in their community to optimise health and live their best life. We support people on mental and physical health journeys, helping them restore function, grow stronger, re-establish, and grow social, whanau and/or spiritual connections, be safe at work, gain independence and learn how to manage their pain.

We pride ourselves on being the best option in New Zealand for organisations looking for integrated health services at scale.



Position Purpose

The purpose of the Contractor Administrator role is to manage all administrative aspects of contractor onboarding/offboarding, quality assurance and compliance, liaise with ACC Contract Administration staff around clinician applications on contracts and provide general administration support to the East Tamaki site.

The Contractor Administrator will work closely with the Business Manager Rehabilitation to ensure timely and effective delivery of all contract administration tasks.

Key Accountabilities

Administration

- Gathering, collating, and vetting all required information from subcontracting organisations and clinicians as it relates to quality assurance, privacy, health and safety, and qualifications to ensure contractual standards are met
- Vetting and submitting applications with required documentation to ACC Health Procurement for adding and removal of clinicians to ACC contracts
- Management of group wide subcontractor contact details and email distributions lists
- Sending group wide subcontractor communications and emails as directed by the Business Manager Rehabilitation
- Send, gather and collate annual privacy, Health and Safety, and qualifications refresher information for contract network.
- Generate and send subcontract templates
- Provide administrative support to organise clinics for travelling clinicians including coordinating travel arrangements, accommodation, scheduling and room booking.
- Systems development for efficient process checking
- Dealing with ACC Case Managers around approvals and payments

- Checking sub-contractor invoices, approving them for payment and ensuring their work has been on-billed to ACC
- Checking sub-contractors have entered correct information into Gensolve for charging ACC
- Processing of BCTI and entering invoices for payment on 20th of the following month
- Auditing unbilled charges and coordinating closely with Receivables Admin Coordinator
- Streamline and manage efficient and effective BCTI
- Ad hoc invoicing for private clients as required

Collaborative Teamwork

- Customer service focus, everyone is a customer of this service (internal and external)
- Foster a collaborative and positive teamwork approach to daily workflow and team needs.
- Ensure efficient, effective, high quality and smooth functioning of all billing administration.
- Consistently demonstrate the following personal attributes: adaptable, approachable, agile, positive and proactive.
- Approach all situations with a can-do attitude and use initiative to problem solve
- Positively contribute to encourage a fun, productive and safe team culture.

General Accountabilities

- Undertake any other duties at the request of the manager, which are commensurate with the role including
- project work and absence cover.
- Ensure that services are delivered in line with Habit Health values, standards, and other guidelines and contractual requirements.
- Understand and apply the principles of the Te Tiriti o Waitangi • Adhere to the policies and procedures.
- Adhere to the Delegation Authority Framework, and Limitation of Authorities (if any) Framework.
- Undertake training as relevant to your position.
- Participate in surveys and audits as necessary in order to enable the Company to meet its statutory requirements.
- Manage key working relationships (internal and external).
- Adhere to the professional standards of the relevant statutory body if applicable





Key Performance Indicators

Deliverables

- BAU – Consistently deliver accountabilities as outlined in this position description.
- Objectives – Discussed, confirmed, and documented as part of the annual performance review cycle. This may include:
 - Metrics
 - Projects
 - Process improvement initiatives
 - Other stretch objectives

Core Behavioural Competencies

Please refer to SharePoint for the full descriptors.

Customer focus*  Act with the customer in mind and ensuring the customer is at the centre of everything you do.	Motivation to achieve  Be action-oriented and respond positively to challenges and opportunities.	Teamwork  Work together constructively and put the team ahead of individual success.	Leadership**  Provide clear direction and build commitment within the team to achieve Habit Health objectives.
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*Customer is encompassing of all customer groups e.g. Internal teams, clients, stakeholders etc.

**Only applies to people managers and roles on pathway to leadership.

Culture

Exemplify our vision, purpose, and values in everything that you do.

Health and Safety

Habit Health are committed to providing a safe and healthy working environment for all staff, including contractors.

You are responsible for:

- taking reasonable care of your own and other's health and safety and being mindful of the effect of your actions (or lack of action) on the health and safety of others.
- actively maintain up to date knowledge of health and safety procedures available on SharePoint and complying with reasonable instructions, policies and procedures to ensure Habit Health are able to comply with the Health and Safety at Work Act 2015 and relevant regulations.
- identifying and reporting hazards, risks, injuries, illness and incidents (including near misses) that arise from your work or in the workplace and eliminating or mitigating health and safety risks so far as reasonably practicable and consulting with others in doing so eg. manager or health and safety representative (or other contact as appropriate).

Qualifications, Knowledge, Skills and Experience

Experience

- Microsoft Office 365 (certified or highly proficient)
- 1-2+ years administration experience

Personal Attributes

- Strong personal maturity with the ability to prioritise and delegate.
- Strong all-round ability and well-developed EQ.
- Can do attitude and willingness to help and pitch in for the team.
- Passionate and positive well-rounded, down-to-earth character who can inspire trust and confidence across a professional services group.
- Calm, approachable, organised, structured and methodical.
- Excellent time management skills and ability to prioritise work.

- Attention to detail, accuracy, and solutions focused mindset.

This Job Description is not intended to be complete or limiting – the role will require a proactive and flexible approach to manage tasks that support a rapid and innovative environment.