

## **Inquiry Support Services**

The claims co-ordination section provides all the necessary logistical and administrative support to enable the smooth functioning of judicial conferences, hearings, and Tribunal member meetings. Claims co-ordinators assist claimants and all participants in a Tribunal inquiry to engage effectively with official Tribunal events. They also maintain and distribute all documents filed on the Tribunal's record of inquiry and provide copies of requested documents to members of the public.

## **Qualifications and Technical Skills**

A relevant tertiary qualification and/or equivalent event management, administrative, and financial experience is required for these positions.

## **Experience**

**For these positions, an applicant should:**

- Possess a full and clean driver's licence.
- Be able and willing to travel away from Wellington.
- Have experience of working with Māori groups and organisations, or be willing to learn.
- Be committed to teamwork and customer focus.
- Be highly organised and able to manage multiple documents and information.
- Be able to problem solve.
- Have demonstrable experience and a history of achievement in event management, particularly with regard to:
  - being a member of a multi-skilled team and supporting team members;
  - preparing financial estimates for Tribunal hearings, conferences, and report-writing meetings;
  - arranging and preparing itineraries for travel and accommodation;
  - implementing judicial events; and
  - possessing a reasonable general knowledge of and respect for Te Reo and tikanga Māori.