The Administration Specialist provides document formatting, secretarial and administrative assistance and support services to staff. The Administration Specialist assists other staff within the Administration Department to provide administration functions and facilities support services across the organisation.

Reports to: Administration Team Leader
Department: Administration
Group: People and Culture
Tenure: Permanent
Location: Avalon
Direct reports: Nil
Budget: Nil
Date: September 2020

Administration functions include

- Report editing and document formatting
- Electronic documents; photocopying and binding
- Arranging meetings, minute taking and distribution
- Organising events
- Travel
- Catering
- Mail/courier/freight
- Managing vehicle bookings
- Stationery and consumables
- Reception
- Managing key fobs and security passes
- Monitoring security systems within work hours

Position priorities and responsibilities

Team Work and Tasks

- Work effectively as a member of the Administration Department to support other team members and provide coverage of functions
- Work with other team members to ensure workloads are fairly spread and manageable across the Department
- Provide back-up support for reception if required
- Support a positive culture and morale
Administration Specialist Functions

- Publish confidential documents; establish final format, layout and design and preparing reports ranging in size 100+ pages for electronic publishing including view, page numbering, bookmarks, metadata and security in accordance with policies, procedures and guidelines
- Document formatting to GNS Publication standard for science reports
- Troubleshoot and problem-solve on MS Suite office products on issues such as layout, fonts, graphics or other depictions, graphs, tables, etc., and determine best course of action
- Maintain a record of draft reports
- Coordinate with the Communications Department for any specialist desktop publishing/graphic design requirements
- Support department managers and staff by providing support with:
  - Organising meetings, including preparation of agendas, minute-taking and distribution as required
  - Arranging travel and accommodation
  - Assisting with organising/coordinating budgets, performance reviews, business reporting, Board reporting processes and timeframes
  - Organising functions and handle the administrative side of functions
  - Performing word processing duties including formatting letters, reports and presentations
  - Maintaining filing systems (both electronic and paper)
  - Raising purchase orders and arrange for the payment of invoices
  - Filing expense claims
  - Reconciliating credit card statements and obtain authorisation sign-offs

Responsibilities of all staff

- Comply with all GNS Science policies and procedures
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

Key working relationships

Internal:
- Department Managers, Team Leaders, Property and Facilities Manager, Property and Facilities staff, managers and staff

External:
- Suppliers of goods and services, contractors, caterers, couriers, public, visitors

Person specification

Skills, knowledge and attributes

- Knowledge of administration systems and processes
- Demonstrated agility in supporting multiple customers and responding to changes in priorities
- Strong team player who respects and helps others and works well within a team environment
- Advanced technical strengths in Microsoft Office and related applications
- Proven customer service approach and ethos
- Able to manage and drive activity through times of ambiguity
- Develops builds and maintain effective relationships with Māori, respecting obligations under Te Tiriti of Waitangi and interacting appropriately with Māori taking into consideration tikanga (customs) and kawa (protocol)

Experience

Essential:
- At least 5 years’ experience undertaking document specialist work using MS Suite
- Experience in administration with a broad range of functions
- Successful experience in roles requiring high levels of accuracy, attention to detail and discretion

Desirable:
- Experience working in a government or science-based organisation
- Experience with document formatting

Qualifications

Essential:
- NCEA Level 3 or equivalent

Competencies

The following competencies are expected of all staff:

► **Results Orientation**: The ability and commitment to achieve effective results, and work towards or exceed agreed goals.

► **Business Focus**: The ability and desire to apply appropriate principles and practices to maximise revenue, minimise cost, while meeting our obligations.

► **Relationship Management**: The ability and commitment to develop and maintain effective relationships with groups and individuals.

► **Communication**: The ability to express thoughts and ideas clearly and consistently (orally and in writing).

► **Innovation and Initiative**: The ability and commitment to seek and use better ways of doing things (to improve personal and GNS Science performance).

► **Teamwork**: The ability to establish and maintain effective and cooperative relationships.

► **Professional Integrity**: Act in a manner that conveys high personal and professional standards.

► **Technical Expertise**: The ability to maintain and develop technical expertise.

► **Leadership and Management Skills**: The ability to inspire others to achieve desired results and to develop and enable others to realise their full potential.