Resilience Challenge Coordinator

To provide administrative and coordination support to the Challenge Manager and Resilience Challenge office to assist with the operational effectiveness of the Resilience to Nature’s Challenges, National Science Challenge (Resilience Challenge)

Reports to: Challenge Manager
Department: National Science Challenge
Group: Stakeholder Relations
Tenure: 0.5 FTE. Fixed Term to 30 June 2024
Location: Avalon
Direct reports: Nil
Budget: Nil
Date: February 2020

Position priorities and responsibilities

- Organise meetings, assist with preparation and distribution of meeting papers, and minute-taking.
- Organise teleconferences and videoconferences and assist with the organisation of webinars.
- Organise logistics for conferences, workshops and other events including travel, accommodation, catering, booking venues, liaising with venue staff and ordering supplies.
- Assist with updating the Challenge website
- Format policy, strategy, planning and other documents developed by the Resilience Challenge.
- Arrange domestic and international travel bookings and travel logistics. Process travel and expense claims, visa reconciliations, purchase orders and invoices according to GNS policies and procedures.
- Organise and maintain hard copy and computer-based filing systems and mailing lists.
- Source, order and manage stocks of Resilience Challenge collateral.
- Maintenance of the Challenge’s registers using Microsoft Excel. (e.g. risk register, PhD student register, publications register), including coordination of updates as directed.
- Build and sustain positive working relationships internally and externally.
- Work across GNS Science functions eg. HR, Finance and Information Services to support Resilience Challenge operations.
- Assist the Challenge Manager to implement the Resilience Challenge’s internal reporting process.
- Assist with coordination of the Resilience Challenge’s annual reporting.
- Assist the Challenge Manager in developing and delivering contestable funding rounds.
- Implement and maintain existing and any newly developed office processes and procedures.
- Undertake other administrative tasks as directed by the Challenge Manager, Science Communications Advisor or Director.
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:
- Resilience Challenge office (Challenge Manager, Science Communications Advisor and Director)
- Resilience Challenge Strategic Leadership Group and Science Leadership Group
- Governance Group and Advisory Group members.
- Resilience Challenge researchers
- Business Services Group and People and Culture Group staff
- Other GNS support and administration staff

External:
- Resilience Challenge contractors and subcontractors
- Key Resilience Challenge end-user agencies and stakeholders
- Other National Science Challenge offices
- Event and meeting venue staff
- Caterers and suppliers

Person specification

Skills, knowledge and attributes

- Ability to become proficient with new software through self-teaching and online learning
- Ability to develop and maintain good relationships
- Ability to work under pressure with competing deadlines and priorities
- High degree of detail and accuracy
- Confident verbal communicator
- Effective written communication skills
- Honest, discreet and reliable particularly with regard to handling confidential information

Experience

Essential:
- 5+ years in an administrative or coordination role
- Experience at accurate meeting recording, note-taking and documentation
- Advanced skills in Microsoft Word, Excel, Adobe Professional, Microsoft Outlook
- Website administration skills
- Experience in formatting documents.

Desirable:
- Experience working in a government, academic or science-based organisation.
Qualifications

Essential:
- NCEA Level 3 or equivalent

Other requirements

Essential:
- Full drivers licence
- Flexibility to vary hours of work depending on need
- Availability to travel within New Zealand from time to time

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.