Position Description

Position Title: Administrator
Reports To: Assistant Research Director
Direct Reports: Nil
Group: Research Office
Location: Lincoln Campus, Christchurch

WHO WE ARE

We are passionate innovators, dedicated to making a difference to the future of New Zealand by delivering world-leading research and through complex problem solving across diverse agricultural areas. We are respected by the scientific community for thought leadership, trusted by industry partners for the value we add to the sector, and admired by farmers and governmental stakeholders for all that we do to keep New Zealand at the forefront of global agricultural excellence.

We go beyond innovation to maintain AgResearch’s role as a leading collaborator and contributor to New Zealand’s worldwide agricultural reputation.

Our Vision is to drive economic prosperity by transforming agriculture while incorporating the fundamental concepts of sustainability, environmental responsibility and Vision Matauranga.

POSITION SCOPE & PURPOSE

The Administrator will coordinate the delivery of administrative and support to the Assistant Research Director and Research Office. Whilst primarily focussing on the needs of their own team, they are also expected to assist other administrative staff in other teams across AgResearch.

The Administrator will focus on the key result areas below and will be flexible to ensure needs are met. The Administrator may be allocated specific areas of responsibility to ensure efficient management of workflow. These responsibilities will be assigned by the line Manager in consultation with the Administrator.
KEY ACCOUNTABILITY AREAS

PERSONAL ASSISTANCE
- Provide high quality, confidential and timely administrative support to the Assistant Research Director
- Provide timely and effective diary management by prioritising, co-ordinating and managing commitments and meetings with internal and external stakeholders
- When required, act as first point of contact between staff and the Assistant Research Director.
- Attend meetings as required taking accurate meeting minutes and recording actions and follow-up required. Prepare and distribute meeting minutes as appropriate

DOCUMENT PREPARATION AND MANAGEMENT
- Review incoming correspondence and emails including allocating, redirecting for action and following up responses or requests for information where necessary
- Process outgoing correspondence, including drafting where required.
- Co-ordinate, prepare and collate background papers required for meetings and ensure information is distributed in a timely manner. Format and prepare final documents
- Research, draft and format and type correspondence and reports as requested
- Ensure all relevant correspondence is filed appropriately
- Collect and distribute relevant mail where appropriate
- Assist with contract management, including through creating and maintaining the Research Office contract tracker and register and through the use of internal systems (eg Navision, etc)

OPERATIONAL/TEAM SUPPORT
- Provide a full range of administrative support services including, but not limited to, filing and records management, emailing, photocopying, compilation and typing of correspondence, reports, letters and presentation materials, agendas and minute taking
- Use initiative and good judgement to ensure smooth “day to day” organisation of the Research Office
- Co-ordinate and book domestic and international travel and accommodation as required
- Organise and publicise meetings, workshops and conferences as required. Includes arranging attendance of participants, logistics and catering where appropriate, preparing and distributing required documentation
- Assist with planning and coordinating meetings as requested, including preparation and distribution of background information, sending meeting requests, booking room and catering requirements
- Provide project administration support as required
- Assist with purchasing queries and process orders as required
- Act as the first point of contact for questions on AgResearch processes, practices and policy
Position Description

- Assist hiring managers and HR Coordinators with Induction related documentation and activities
- Assist with reviewing proposal submissions and the submission of proposals to external funding bodies
- Assist with scoping out new external funding opportunities

FINANCIAL ADMINISTRATION
- Prepare monthly expense claims for the Assistant Research Director and Research Office.
- Raise purchase orders for expenses. Includes entry into the order system, requesting validation, forwarding to Accounts for payment, updating relevant spreadsheets to track expenses
- Process other invoicing as requested
- Provide support for Revenue Reporting process as required

INFORMATION/COMMUNICATIONS MANAGEMENT
- Assist with maintaining up-to-date information on internal funding webpages and liaise with Communications staff to publicise funding rounds when required.
- Assist Contestable Funding Manager and other relevant roles in the Research office in maintaining accurate proposal information in Sharepoint libraries and workspaces
- Maintain templates and documentation for funding processes
- Ensure all relevant reports and correspondence are filed appropriately according to organisational protocols
- Assist with ensuring Research Office-related information on share-point sites, internal drives and databases, the intranet and external web are accurate and reflect current status of projects/funding rounds.
- Monitor the Research Office email account.
- Assist with developing new funding and reporting processes

HEALTH AND SAFETY
- Maintains current knowledge of AgResearch’s Health and Safety Management policies, systems, and procedures.
- Ensures awareness of own responsibilities and the procedures to follow in relation to health and safety.
- Identifies and reports any hazards, near misses or incidents as per prescribed policy and procedures.
- Demonstrates safe workplace behaviour by taking all practicable steps to ensure own and other’s safety in the workplace.
- Attends scheduled Health and Safety training and development initiatives on a regular basis.
ORGANISATIONAL OBJECTIVES

- Applies and implements prescribed project management methodology into all project work.
- Applies principles of continuous improvement by taking ownership for identification, analysis and investigation of work-related matters with the intent to improve, manage compliance and initiate best practice in our place of work.
- Actively participates in and contributes to performance conversations and personal development.
- Embraces the AgResearch Values framework and develops own behaviours to support these Values on a continuous basis.
- Takes responsibility to understand and apply AgResearch policy, processes, systems, and procedures on a daily basis.
- Commits to accurate and timely information sharing and recordkeeping as per set organisational standards.
- Performs additional tasks, duties and/or responsibilities as directed by your people leader.
- Assists and supports AgResearch business across different science groups and business units, as agreed with your people leader.

PERSON SPECIFICATIONS

The person best suited to this position will possess the following:

EDUCATION & QUALIFICATIONS

National Certificate in Business Administration (Level 4) or equivalent experience.

CAPABILITIES & EXPERIENCE

- Demonstrated experience in a similar position providing support across a group of employees
- Intermediate knowledge in Microsoft Office including Outlook, Sharepoint, Word, Excel and Powerpoint.
- Proven experience and an understanding of business support processes.
- A professional telephone manner.
- A high level of confidentiality when managing sensitive information.
- Ability to work effectively both independently and as part of a team.
- Ability to work under pressure and prioritise tasks.
OUR VALUES

- Exemplifies Our Values
- Supports strategic priorities
- Assumes positive intent
- Is open to new ideas

- Actively seeks out relationships and partnership opportunities
- Works across boundaries
- Priorities shared goals

- Maintains a best practice mind-set
- Emphasis timely and high quality delivery
- Establishes challenging stretch goals and performance expectations

- Prioritises time to innovate
  Takes a future and solution based approach
- Creates a positive learning environment
- Demonstrates openness to change

- Builds long term relationships with customers
- Provides clear, open and timely communication

- Takes a long-term, strategic and future oriented perspective
- Focuses on the bigger picture
- Promotes the cross-fertilisation of ideas

- Acts with integrity
- Demonstrates credibility
- Appreciates diversity

- Shares information and resources
- Involves others
- Supports others to be successful

- Gathers, Compares and evaluates information
- Establishes robust decision making criteria
- Fully utilises support systems

- Constructively challenges the status quo
- Emphasises freedom of independent thought
- Assesses risk

- Identifies customer needs
- Commits to realistic delivery timeframes
- Translates initiatives into action

- Champions transformational change
- Demonstrates decisiveness
- Commits to ongoing learning and development