

TE WHAKAATURAKA MAHI / JOB DESCRIPTION

Position Title *Te tūraka mahi* : Academic Administrator

Area *Te Tari*: Capable NZ

Reports to (title) *Ka whakarataia e*: Programme Leader/s

SP10 placement: C Band

Primary purpose *Te take matua*

To work in partnership with the organisation using a proactive approach, supporting and coaching in line with Otago Polytechnic strategic goals and objectives.

The Academic Administrator is a member of the administration team supporting the delivery of excellent services to all stakeholders (Learners, Capable NZ kaimahi (staff), OP staff, external organisations). Through the provision of excellent administration and operational support, the academic administrator will contribute to outstanding learner experiences and a positive and cohesive team culture within Capable NZ.

This position will provide high quality, timely and effective operational and administration services for all Capable NZ activities, with a particular emphasis on stakeholder engagement, programme specific administration, research administration, event coordination and other activities as identified by the Capable NZ Operations Lead.

Key responsibilities/accountabilities *Ko ngā takohaka matua / ko kā kaweka matua*

In order of importance, state the major responsibilities / accountabilities of the position and what is achieved

Key responsibilities / accountabilities <i>Ko ngā takohaka matua / ko kā kaweka matua</i>	Outcome Kā hua
Programme Specific Administration	<ul style="list-style-type: none"> • Robust, lean and agile academic processes are in place which support Capable NZ facilitators to deliver a quality and timely service to learners • Administration support for all academic activities is efficient, timely, accurate, and adaptable. • Quality assurance of academic processes are maintained at a level of excellence • Learner evaluations are conducted / reports produced as per Otago Polytechnic Quality Management System • Administration support for programme development is efficient, timely and accurate • Programme specific documents / resources are current, accurate, well-written, appropriately formatted, and professional • Capable NZ Moodle site is current, accurate, professional and exemplifies ease of use for Capable NZ learners and staff • Support and proactively contribute towards the achievements Capable NZ, team, and Otago Polytechnic's goals and objectives that will further enhance the prestige and reputation of Capable NZ • Assistance given for operational administration support is timely and maintains its level of excellence • Meetings are calendered, attended, recorded (where necessary) and minuted professionally.

Research Administration Support	<ul style="list-style-type: none"> Scheduled research projects for Capable NZ are managed professionally and completed within required timeframes and budget Time-permitting, excellent administration support is provided to Scope Journals' editors Robust, lean and agile academic processes are in place which supports Capable NZ Research Coordinator/s to deliver a quality and timely service to all stakeholders
Project Support	<ul style="list-style-type: none"> Capable NZ academic assigned projects are managed independently and professionally Academic administration support to Capable NZ Academic Committee is efficient, timely and accurate
Stakeholder Engagement	<ul style="list-style-type: none"> Stakeholders needs are met through excellent service Promote a professional image of service to all stakeholders Ensure communication with all stakeholders is positive, professional, timely and enhances relationships Robust working relationships exist with all areas of Otago Polytechnic
Observe principles and practices of Equal Employment Opportunity and Diversity	<ul style="list-style-type: none"> Fair treatment in the workplace is delivered and observed
Fulfill Safety and Wellbeing responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Safety and Wellbeing Policies	<ul style="list-style-type: none"> Achievement of a healthy and safe work and learning environment New and existing hazards will be pro-actively identified and managed Incidents, accidents and occupational illnesses immediately reported Safe work methods will be adhered to including the use of Personal Protective Equipment
Fulfill Information Management responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Information Management Policy	<ul style="list-style-type: none"> Create, maintain and store full and accurate records of activities, transactions, and decisions carried out in the course of daily business. Records are to be disposed of only when legally authorised to do so, as per Disposal Authorities: DA424 and GDA 6 and 7 Otago Polytechnic records are not to be created or maintained in any personal or private cloud storage services (e.g. DropBox)
Demonstrate organisation's values on a daily basis	<ul style="list-style-type: none"> Alignment to organisation behaviours is adhered to ensuring consistency in approach and delivery of outcomes Our values are consistently demonstrated.
Inherent Requirements:	

Inherent requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job
- Meet the productivity and quality requirements of the position
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

Key working relationships <i>Kā honoka mahi matua</i>	
Key working relationships <i>Kā honoka mahi matua</i>	Nature and purpose of contact <i>Te āhua me te take o te honoka</i>
Capable NZ team members	Collegial support and advice, peer discussions in a self-leading team environment.
Capable NZ Programme Leaders	Formal Leader: Provide strategic and academic process advice (both ways).

	Provide assistance and seek instruction on a wide range of matters.
Capable NZ Academic Committee	Provide support, advice and communication on a range of Capable NZ academic processes
Quality Assurance / Academic Excellence	Seek feedback and input on OP Quality Management System
Organisational Research Team	Seek feedback and input, provide information and advice

Decision making authority *Kā rakatirataka whakatauka*

Decisions expected <i>Kā whakatauka tūmanako</i>	Recommendations expected <i>Kā taunaki tūmanako</i>
Prioritisation of work load and portfolio to bring about maximum organization benefit	Priorities determined
Approvals in accordance with the Delegations of Authority; sign off letter of appointment and variations as required.	Decisions and Expenses approved in line with budget and delegation in a timely and accurate manner. These are as per Otago Polytechnic policies as amended from time to time

Position dimensions *Kā āhuataka tūraka*

List the relevant financial and staffing dimensions for which this position is accountable.

- **Sales/revenue:** Nil
- **Budget:** Nil
- **Number of employees reporting directly:** Nil

Selection Criteria – Knowledge & Skills *Whakariteka Kōwhiritaka - kā mātauraka me kā pūkeka*

Essential:

- Proven administration experience
- Experience with Higher Education research processes
- Sound knowledge of Quality Management Systems
- Proven experience at developing lean processes and systems
- Proven experience at creating relationships across diverse range of people and cultures
- Demonstrated ability to provide excellent stakeholder engagement
- Excellent written and oral communication skills
- Demonstrated ability to work well under pressure/handle several tasks simultaneously
- Proven experience and highly proficient IT skills in the Microsoft suite of products
- Project Management Skills

Desirable:

- Policy and procedure writing skills
- Demonstrated ability to provide pastoral care to stakeholders

Selection Criteria – Education and Experience *Whakariteka Kōwhiritaka - kā kuraka me kā wheako*

Essential:

- A relevant tertiary qualification at Bachelor Degree level

Desirable:

- Postgraduate qualification

- Experience in the higher education sector

Personal Attributes *Kā Āhuatanga Whaiaro*

- Be an effective Te Tiriti o Waitangi partner by supporting the values and tikaka of mana whenua throughout your mahi
- Facilitative and collaborative leadership style
- High level of professional and ethical conduct
- Effective time management skills
- Initiative, enthusiasm and a positive attitude
- Proven ability to work under pressure.
- Flexible, responsive and customer orientated manner

This position description outlines the key accountabilities/ responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.