

TE WHAKAATURAKA MAHI / JOB DESCRIPTION

Position Title *Te tūraka mahi* : Administrator

Area *Te Tari*: Academic Excellence

Reports to (title) *Ka whakarataia e*: Director: Academic Excellence **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's strategic goals and objectives.

You will provide highly skilled administration services and support for Academic Excellence, as well as administrative and technology services to support the effective operation of the Directorate.

You will specifically be involved in supporting other Polytechnic staff to provide quality services which enhance the delivery of quality programmes and provision of quality internal services including taking responsibility for a range of general administration services. Exceptional customer service, the ability to work proactively and independently, and excellent attention to detail are priorities in this role.

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 <i>Kā hua</i>
General Administrative Support	<ul style="list-style-type: none"> • Proactive, efficient and excellent administration support is provided to ensure the Directorate is highly effective in its academic quality role • Highly skilled support is provided in a range of areas, including word processing, spreadsheets, databases and other applications • Relevant systems manuals for the role are maintained and updated • Events, such as panel visits, external reviews etc are planned, organised and managed in a timely and professional manner, within allocated budget • Projects, research and other requests are carried out for Academic Excellence
Programme Approvals & Changes	<ul style="list-style-type: none"> • Support for the programme change approvals process, including programme data requirements for new and modified programmes, is provided • Records are efficiently and accurately maintained • Approvals systems are followed and required deadlines met • Systems and processes within Academic Excellence are improved, where needed • New templates, guidelines and checklists are created, where needed • Documents are well-formatted and meet tight deadlines for external applications

Meetings & Minutes	<ul style="list-style-type: none"> Meetings are organised efficiently and accurately Meeting agendas are well-prepared and provided in a timely manner Meeting minutes and other reports are well-written, accurately reflect discussions, and distributed in a timely manner Work is planned and prioritised in an organised manner Accuracy and attention to detail are ensured
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
Fulfil our individual and collective responsibilities, accountabilities and expectations as outlined in <u>The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021</u>	<ul style="list-style-type: none"> Uphold the responsibilities outlined in The Education (Pastoral Care of Tertiary and International Learners) Code of Practice, contributing to a safe, supportive environment that prioritises ākonga wellbeing and success. Participate in required training to confidently apply the Code within your role. Integrate Te Tiriti o Waitangi principles and actively support equitable outcomes to create and support opportunities for ākonga voices to be heard, enabling responsive actions that meet ākonga needs and foster their achievement. Awareness to attain OP as an inclusive environment for all cultures and languages.
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>
Director: Academic Excellence	Formal Leader. Provide strategic and operation advice (both ways). Provide assistance and seek instruction on a wide range of matters.

Academic Excellence Team	Collegial support and advice, work distribution, peer discussions in a self-leading team environment. Work in partnership with others.
Heads of College/School/Academic Kaimahi (Staff)	Work with programmes to help advance the priorities and aspirations all learners. Provide advice and support. Seek feedback and input and provide information
External partners, including but not limited to industry, community and mana whenua	Work in partnership to understand needs and how we can meet these.
External stakeholders	

Decision making authority <i>Kā rakatirataka whakatauka</i>	
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
- **Number of employees reporting directly:** Nil
- **Budget:** Nil

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

Essential:

- Advanced Microsoft Office skills, specifically Word and Excel
- Advanced communication skills, including document preparation and minute taking
- Excellent written and verbal communication skills

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

Essential:

- Tertiary qualification at Level 4 or above on the New Zealand Qualifications Framework
- Experience working in a business administration role
- Proven experience in providing high quality customer service
- Experience with event organisation and management

Desirable:

- Qualification at Level 5 or above on the New Zealand Qualifications Framework is preferred
- Experience of the New Zealand tertiary 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

- Ability to follow directions, as well as able to be proactive
- Ability to communicate clearly, effectively and professionally both verbally and in writing
- Ability to absorb, retain and reiterate information quickly and correctly
- Ability to present ideas in user-friendly language
- Keen attention to detail and accuracy
- Proven analytical and problem-solving abilities

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.