

Administration Specialist - Wairakei



The Administration Specialist– Wairakei provides general administrative support services to the whole organisation and supports the Maintenance Supervisor – Wairakei with key facility and fleet management activities.

Reports to:	Administration Team Leader
Department:	Property and Facilities
Group:	Business Services
Employment Type:	Permanent
Location:	Wairakei
Direct reports:	Nil
Budget:	Nil
Career Path:	Corporate
Job Family:	Administration
Career Step:	3
Date:	November 2024

Position priorities and responsibilities

Teamwork and Tasks

- Work effectively as a member of the Property and Facilities Department to support other team members, ensure workloads are fairly spread and provide coverage of functions as required.
- Support a positive culture and morale.

Administration Specialist Functions

Provide administrative support as required, including:

- Maintaining front desk and reception services during office hours.
- Process all inwards and outwards mail and courier deliveries.
- Provide backup to the GNS main switchboard for business continuity as required.
- Monitor site stationery, and consumables and order as required.
- Undertake reprographics services as required: printing, binding, laminating.
- Arranging travel, accommodation, and rental vehicle bookings.
- Managing and undertaking the administrative functions required for events and workshops (internal and external).
- Raising purchase orders and arranging for the payment of invoices.
- Managing the issue of access tags, keys and visitor passes.

Facilities and Fleet Management Support

- Assist with fleet maintenance and vehicle booking requirements in conjunction with the Maintenance Supervisor – Wairakei.
- Assist with the management of contractors to ensure coordinated access to the point of work.
- Where possible provide facilities management afterhours on-call assistance if required.
- Monitoring security systems within work hours.
- Other administration or coordination duties as required to support facilities and fleet management at the Wairakei campus.

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, and other staff requiring administrative support.

External:

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

Person specification

Skills, knowledge and attributes

- Sound knowledge and experience of administration systems and processes.
- Demonstrated agility in supporting multiple customers and response to changes in priorities and deadlines.
- 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 in an administration role 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 or complex administrative environment.

Qualifications

Essential:

- NCEA Level 3 or equivalent

Performance dimensions

At a high level, GNS Science recognises six **performance dimensions**: three relate to technical capability, one relates to leadership (if applicable) and two relate to the *way* we work. Below are the general expectations that are the minimum standards expected of all staff. There are also expectations that specifically relate to the career step associated with the role; you can find these on GNS Online.

Technical capabilities

Scope, complexity and innovation

- Enduring commitment to maintaining and developing skills and knowledge in area of expertise.
- Both the ability and desire to apply appropriate rigour, principles and practices to deliver quality work in a cost-effective manner.
- Acts in a manner that conveys high personal and professional standards.
- Open to coaching and feedback – incorporates suggestions to find better ways of doing things (to improve own and GNS Science performance).

Contribution to GNS Science / profession

- Establishes and maintains effective and collaborative working relationships – with colleagues and external individuals and groups.
- Both the ability and commitment to work in a culturally responsive and inclusive manner; respecting and valuing the diverse perspectives of individuals and groups.
- Takes an interest in early career colleagues, graduates and students – provides coaching and/or mentoring as appropriate. Supports initiatives to promote science careers.
- Prevents harm to self and others by carrying out duties safely and responsibly.

Delivery of work

- The ability and commitment to deliver pieces of work and projects on time to required quality, cost and benefit parameters.
- The application of appropriate project management rigour, principles and practices to delivering quality projects in a cost-effective manner.

Behavioural expectations

Manaakitanga – we do the right thing

Champions a positive working culture. Works and interacts with colleagues, external partners, stakeholders and customers in a way that is consistent with our values:

- We are **CONNECTED** in our purpose; with each other, with partners and stakeholders and with our communities.
- We are **INSPIRED** by our work to explore, challenge, innovate and aim higher.
- We are **EMPOWERED** to be our best – valued for our differences, encouraged to contribute and enabled to grow and develop.

Bicultural commitment

- As a Crown Research Institute, GNS Science is committed to partnering with iwi/hapū and Māori communities and agencies to achieve their science aspirations.

- We do this in a way that is culturally appropriate (**tikanga**) and honours Māori and non-Māori worldviews (**te ao**).

These expectations are intended to support and guide the development of individual staff.