

Project Administrator



The Project Administrator plays a key role in managing contracts and agreements and setting up projects in Workday.

Reports to:	Manager – Financial Performance and Business Partnering
Department:	Finance
Group:	Business Services
Employment Type:	Permanent
Location:	Avalon
Direct reports:	Nil
Budget:	Nil
Career Path:	Corporate
Job Family:	Accounting, Finance and Payroll
Career Step:	4
Date:	September 2024

Position priorities and responsibilities

Contract Management

- Manage completed contracts, including government funding bids and associated contracts, and commercial contracts.
- Assign reference numbers for contracts, filing, and maintaining contract registries.
- Maintain the organisation's repository and metadata for all contracts and agreements, including Memorandums of Understanding and Research Collaboration Agreements.
- Ensure that all contract-related documentation is properly stored and easily retrievable.
- Ensure all contract and project information is received and follow-up on any missing or incomplete information.

Workday Administration

- Manage project setup in Workday, including the creation and amendment of project budgets, and project variations.
- Process project closures in Workday, ensuring all financial and administrative aspects are completed accurately and timely.
- Ensure all Workday project-related activity is in line with GNS process and the Project Management Framework.

Documentation and Reporting

- Maintain comprehensive records of all project-related documentation and ensure compliance with GNS procedures.
- Prepare and update reports on contract and project status as required by the finance team or management.

Administrative Support

- Assist with other tasks and projects as required.

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:

- Project Management Office (PMO team)
- Research and Commercial Coordinator (Research and Contracts team)
- Finance team
- Project Leaders

Person specification

Skills, knowledge and attributes

- Excellent communication and interpersonal skills.
- Must work well in a team or on your own.
- Excellent organisational skills, with high accuracy and attention to detail.
- High-level ability to prioritise your own workload and practice time-management skills.
- Strong excel/database skills (Microsoft Office).
- Able to establish and maintain effective and cooperative relationships both in-person and remotely using applications such as MS Teams.
- Uphold high personal and professional standards.
- Able to manage and drive activity through times of ambiguity.
- Continuous improvement mindset and desire to learn.
- Develop, build 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 two years' experience in an administrator role, covering contract management or general finance administration.

Qualifications

Essential:

- NCEA level 3 (or equivalent).

Desirable:

- University undergraduate degree or equivalent polytechnic qualification in contract management, business administration, or any other relevant discipline.

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.