

ADMINISTRATION ADVISOR

Purpose of The Role

To provide quality administrative support and undertake effective and efficient administration of the Nuku Ora head office managing relevant relationships with organisations and individuals associated with role.

Business Team Purpose

The Business Team delivers corporate and functional support in the areas of

- HR
- Finance
- Administration
- Communications and Marketing
- IT and Systems
- Events
- Business Support

The Business team develops and maintains the organisational systems, processes and practices that support Nuku Ora to deliver on its mission to increase levels of physical activity to create healthier, happier, and better-connected communities towards a stronger Aotearoa.

Functions within the team support all aspects of the day to day Administration and Shared Services activities and operations that contribute to the delivery of Nuku Ora's strategic priorities. The team works collaboratively with the Delivery and Partnership teams to ensure that corporate and shared services are fit for purpose and deliver timely and effective support.

The Business Team proactively seeks opportunities to improve systems, processes, and practices to add value and drive efficiencies.

Role Accountabilities

Facilities Support and Administration

- Be the first point of contact for staff with any administration related queries.
- To either fix or arrange to fix any issues with office maintenance suppliers or escalate to Finance and Administration Manager when necessary.
- Undertake premises/facilities administration as required including liaison with landlord and tenants.
- Organise catering for meetings as required.
- Arrange for expenditure on maintenance of office to be signed off by Finance and Administration Manager.
- Oversee vehicle administration and management, including bookings, parking, operations, usage maintenance, and compliance. Ensure that vehicles meet legal requirements, and any damage is reported.

- Manage stationery stocks to ensure that supplies are available as required by all staff. Oversee the state of stationery and office support equipment, identifying items that require replacement and repair, including printer toners, paper stock, and kitchen supplies.
- Ensure civil defence kit is complete and well stocked, and that all resources are within expiry date.
- Liaise with cleaning contractors where necessary.
- Record minutes as required for full staff meetings
- Ensure office runs smoothly i.e. photocopiers full with paper, meeting rooms set up for use etc.
- Management of stationery resource room, clean, tidy and appropriately stored from a safety perspective
- Manage external room and equipment bookings, ensuring stakeholders are assisted with use and invoiced accordingly

Grant and Sponsorship Administration

In support of the Partnerships Manager – Commercial Development:

- Prepare grant applications and accountabilities
- Update grant and sponsorship spreadsheets
- Help identify new grants to apply for and understand application process
- Assist with the preparation of sponsorship proposals
- Assist with development of sponsorship contracts
- Assist in management of grant and sponsorship relationships
- Assist in development and distribution of sponsorship and grant reports
- Support of event charity partner administration process

Human Resources

- Support recruitment administration for Hiring Managers.

Relationship Management

- Contribute to and enhance Nuku Ora as a regional leader through effective communication, innovation, knowledge sharing, and partnering.
- Co-ordinate and communicate with Nuku Ora staff, external partners, and stakeholders in support of specific projects, planning and reviews.
- Engage with internal and external relationships in accordance with the Nuku Ora's stakeholder relationship plan.

Teamwork

- Work positively and constructively across the Business Team with a focus on developing strong relationships and opportunities to leverage resources and initiatives to efficiently achieve outcomes.
- Contribute to and complete Nuku Ora reports as required, providing information and evaluations in a timely manner.
- Actively collaborate with other business units within Nuku Ora seeking out opportunities to add value.
- Maintain a good working knowledge of other Nuku Ora teams, their work, outcomes, and successes.

Key Relationships in Role

Internal

- Finance and Administration Manager
- Finance Administrator

- General Manager Business
- Executive Assistant
- Partnership Manager – Commercial Development
- Senior Leadership Team
- Managers
- All Staff

External

- Suppliers and office contractors
- Tenants
- Regional Sports Trusts
- Grant funders and sponsors

Key Things We Are Looking For

Qualifications, Skills and Experience

- Demonstrated knowledge or experience in a role with similar drivers and expected outcomes
- Experience with grant applications preferable
- Effective people skills especially in one on one or group settings
- Efficient communication skills, listening, written and oral
- Effective planning and reporting skills
- Competent IT skills in Office365 including Outlook, Teams, SharePoint, and Dynamics
- Experience using Xero would be advantageous
- Excellent presentation skills
- Stakeholder management skills and experience
- Time management skills
- Adaptability/flexibility

Technical Skills and Knowledge

- An understanding of the sectors supporting physical activity or play, active recreation, and active transport advantageous
- Ability to be innovative and anticipate areas of focus
- At least a restricted licence

Interpersonal and Relationship Skills

- Ability to build rapport and maintain relationships
- Understanding of and affinity to Nuku Ora's 'Purpose' and 'Direction'
- Teamwork
- Professionalism
- Effective time management
- Self-motivated, resilience and drive
- Accuracy and attention to detail

What Being Part of the Nuku Ora Team Means

- Support and demonstrate the Nuku Ora Way, a values-based approach that identifies our desired behaviours or operating principles for how we want to operate as an organisation.
- Actively and positively participate as a member of the team, supporting the philosophy and culture of Nuku Ora, and committing to continued personal and professional development.

- Proactively looking for opportunities to improve the operations and performance of Nuku Ora and collaborating with others.
- Complying with and supporting all health and safety policies, guidelines, and initiatives. Ensuring all incidents, injuries and near misses are reported.
- Adhering to all Nuku Ora procedures, policies, and guidelines.
- Demonstrating a commitment to and respect for the Te Tiriti O Waitangi and incorporating this into our work.
- Supporting Nuku Ora's insights approach to deliver higher quality initiatives and interventions based on innovation and informed decision making enabling the organisation to better manage change and the ability to anticipate and influence the physical activity sector.
- Providing outstanding stakeholder engagement and management services, utilising Nuku Ora's relationship management approach, the CRM system and relevant business rules.
- Ensuring diversity and inclusion is central to our work.
- Performing any other duties as needed and support other Nuku Ora initiatives such as events e.g. Round the Bays.

Dimensions of the Role

Reports to: Finance and Administration Manager

Location: Wellington

People Responsibilities: None

Grade: 11

Hours: Between 25-30 hours per week (0.6 FTE)

Department: Business

Date: September 2021

Authorities: None

Fixed Remuneration: \$23.00-\$25.00 p/hour