

Administration Specialist



The Administration Specialist is the face of the Avalon Site for GNS Science. They interact with all GNS departments, providing support services across the organisation.

Reports to:	Administration Team Leader
Department:	Administration
Group:	People and Culture
Tenure:	Permanent
Location:	Avalon, Lower Hutt
Direct reports:	Nil
Budget:	Nil
Career Path:	Corporate
Job Family:	Administration
Career Step:	3
Date:	March 2024

Position priorities and responsibilities

Administration Specialist Functions

Provide administrative support as required, including:

- Maintaining Reception services during office hours
- Processing all inwards and outwards mail and courier deliveries
- Raising purchase orders and arranging for the payment of invoices
- Maintaining filing systems (both electronic and paper)
- Monitoring site stationery, and consumables and order as required
- Undertaking reprographics services as required: printing, binding, laminating
- Arranging travel, accommodation, and rental vehicle bookings
- You may be required to organise meetings, including preparation of agendas, minute-taking and distribution as required
- Managing and undertaking the administrative functions required for events and workshops (internal and external)

Teamwork

- Work effectively as a member of the Administration Department to support other team members and provide coverage of functions
- Work with other team members to ensure workloads are fairly spread and manageable across the Department

- Provide back-up support in the absence of other administration staff onsite if required
- Support a positive culture and morale

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, Property and Facilities staff, 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 o Waitangi and interacting appropriately with Māori taking into consideration tikanga (customs) and kawa (protocol)

Experience

Essential:

- At least 2 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
- Experience with document formatting

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.