

## Team & Office Administrator

# Job Description

<b>Date</b>	December 2024
<b>Location / Team</b>	Wellington, People Team
<b>Reporting to</b>	Learning & Organisational Development Specialist
<b>Direct Reports or Functional Relationships (if needed)</b>	People Team RNZ Executive Team All RNZ Staff FCM and other travel/accommodation providers
<b>Role Type</b>	Permanent, Full-Time

### Te Tūranga - About the Role

To provide high quality customer service to the RNZ Executive Team and the wider RNZ team by delivering smooth, effective, and coordinated administration support and customer service.

### Te Mahi - About the job

#### Business Support

- Support on a broad range of administration tasks, in collaboration with admin team, for the wider RNZ and People Teams including, facilities and office supply coordination, procurement and project administration.
- Support the administration of our Safety and Wellbeing processes including managing our incident management reporting database and coordinating Safety and Wellbeing workplans.
- Coordinate occupational health service for kaimahi across RNZ.
- Provide travel co-ordination support for domestic and international travel, including working with managers and kaimahi to approve travel plans. Liaising with our travel provider to book and coordinate.

- Provide facilities support including being a point of call for property and office information, project coordination, and distribution of office, emergency response and safety supplies.
- Provide logistical support for the RNZ Incident Management Team.
- Provide administration, logistical and coordination support for the CEO and RNZ Executive in relation to project administration, Board and Executive meetings, CEO floor talks, Te Ihu Waka and organisation-wide meetings, and induction sessions.
- Provide support for Board and Committee matters, assisting with the compilation of Board, Sub Committee papers and key accountability papers.
- Provide event support e.g. team offsites, roadshows, office events, organising catering and arranging for supplies for RNZ functions.
- Manage Reception technology and assist with the coordination and welcome of guests and visitors.
- Manage incoming email traffic to generic RNZ addresses, responding where appropriate or redirecting to appropriate person or programme.
- Provide administrative support when needed for payroll processing and recruitment and onboarding.
- Support our 'Better Every Day' attitude by providing logistical and administrative support for learning and organisational development programmes.
- Provide back up support to other team and office administrators for key duties when required i.e. listings, contract administration.

### **Health, Safety & Wellbeing (HS&W)**

- Take responsibility for own HS&W and that of others.
- Participate in any HS&W meetings etc as required by RNZ.
- Understand and work within the RNZ HS&W policies and guidelines, including completing any relevant training

### **Emergency Management / Lifeline Utility Role**

- To maintain broadcast continuity in an emergency, you may be required to carry out other duties suited to your skills and experience. This may involve your being temporarily relocated to another RNZ site if required, usually in a major city.

### **Organisational Policies**

- Be aware of RNZ's policies and adhere to them, including the Editorial Policy, Social Media Policy, Dignity at Work Policy, and the Code of Conduct.
- Participate in promotions or awards which help promote RNZ's image and profile.
- Actively participate in and contribute to the development and achievement of own performance and the review of work priorities to achieve the organisation's goals and objectives.
- Act in a manner consistent with Equal Employment Opportunities principles and practices.

## Ōu Pūkenga - About You

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• No formal qualification required</li><li>• Full NZ drivers licence preferred</li></ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"><li>• Experience in administration, coordination and logistical support</li><li>• Knowledge and experience in the effective use of Microsoft Suite packages including PowerPoint, Teams, Excel and MS Word</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Strong time management skills, the ability to manage multiple priorities and deadlines</li><li>• Excellent written and verbal communication skills</li><li>• Strong customer service focus</li><li>• Able to take the initiative in challenging situations, but also work well as an integral part of the wider corporate teams across the organisation</li><li>• Excellent computer literacy and the ability to pick up new systems and processes quickly.</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Can remain calm under pressure</li><li>• Able to adapt to change, is flexible in approach</li><li>• Positive attitude and energy and have an enthusiastic approach</li><li>• Ability to interact positively and maintain good stakeholder relationships</li><li>• Collaborative team player</li><li>• Willingness to work flexible hours if required</li></ul>

# Te Arurea - Our Culture

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## RNZ Attitudes

RNZ Attitudes are all about how we work. These attitudes are how we demonstrate our culture through our everyday actions, behaviour and decisions. They drive how we do things, what we value and what's expected of us. They exist so that RNZ is a culture for everyone to enjoy and flourish in.

The word "BOLD" is written in a large, dark blue, sans-serif font. The letter "O" is replaced by a white circle containing the word "be" in a smaller, dark blue font. Several short, light blue lines radiate outwards from the letters, giving the graphic a sense of energy and boldness.

We're bold and think big. We find a way to make things happen. We learn best by doing. We believe that trying and failing is better than not trying at all.

The words "Better", "Every", and "Day" are stacked vertically in a bold, orange, sans-serif font. Three yellow arrows point upwards and to the right, starting from the bottom left and ending near the top right, suggesting growth and progress.

We deal with problems or new tasks with energy and creativity. We try new things, we evolve and we move fast.

The words "Manaaki" and "tanga" are written in a bold, dark brown, sans-serif font. A small, simple line-art heart is positioned to the right of the word "Manaaki".

We encourage people to flourish. we extend love and compassion to others and nurture relationships. We have collective strength and cherish individuality.