

Administration Support Officer Position Description

Title:	Administration Support Officer
Reports to:	General Manager
Location:	Wellington
Last Reviewed:	February 2018

1. LAW COMMISSION – *TE AKA MATUA O TE TURE*

The Law Commission is an independent Crown entity that undertakes a range of law reform projects and provides advice to Ministers and public sector agencies. The role of the Law Commission is to promote the systematic review, reform and development of the law of New Zealand (section 5 of the Law Commission Act 1985).

The President and Commissioners are the Law Commission's Board.

2. ROLE PURPOSE

The Administration Support Officer performs a range of administrative tasks supporting the General Manager to ensure our organisation runs efficiently. The Administration Support Officer helps manage finance administration and office finance systems, secretarial and administrative services, facilities management and project administration.

3. ROLE ACCOUNTABILITIES

1) Finance Administration

Support the General Manager and external Finance Service provider with the efficient and effective administration of finances including

- Coordination with the external Financial Services provider in collating the Law Commission accounts payable for payment by the 20th of each month. Includes managing the approval process and entering into the Xero Finance System
- Maintaining hard copy and soft finance filing systems as appropriate
- Supporting the General Manager with preparation of budgets, preparing Excel spread sheets and monitoring expenditure against budgets
- Supporting staff to develop project budgets

2) Administrative and secretarial services

Assist the General Manager by providing efficient and effective secretarial and administrative services including

- Preparing correspondence with a range of external individuals and groups, including the Minister's office, Government agencies, and other external parties
- Supporting the General Manager to draft and prepare Crown Entity accountability documents
- Supporting the General Manager to prepare Board reports
- Arranging travel and accommodation as directed by the General Manager
- Arranging couriers and mail
- Filing and document management
- Ensuring the administrative activities of the Law Commission are carried out in an effective manner by:
 - Providing team support services to the wider Law Commission team, including leading team support projects as directed by the General Manager.
 - Working with the President's Personal Assistant and support personnel to ensure consistent processes and standards are applied across the Law Commission

3) Facilities management

Assist the General Manager by providing efficient and effective facilities management including

- Managing repairs and maintenance of the Law Commission's facilities
- Maintaining kitchen and stationery supplies
- Monitor and/or maintain equipment and supplies
- Arranging external meeting rooms and catering as directed by the General Manager
- Managing facilities providers including administration of the contracts
- Supporting the General Manager with business continuity planning

4) Project management administration

Assist the General Manager by providing efficient and effective project administration support for specific corporate-related projects including

- Working with the General Manager to determine milestones and reporting delivery against these
- Managing project documentation
- Preparing regular project reports

5) Health and Safety

You will follow the Law Commission's health and safety rules and procedures including

- Taking reasonable care to look after you own health and safety at work
- Your fitness for work
- The health and safety of others
- Following all reasonable health and safety rules and instructions
- Taking reasonable care that your actions (or inactions) do not cause harm, or risk of harm, to yourself or others

6) Professional Behaviour

You will maintain a professional conduct at all times when working for the Law Commission

- Working collaboratively as part of the Law Commission team
- Contributing to the overall effectiveness of the Law Commission by managing relationships carefully
- Promoting the values and goals of the Law Commission including a high standard of integrity, ethics and behaviour in all you do

4. ESSENTIAL EXPERIENCE AND SKILLS

- Demonstrated experience at planning and managing multiple priorities and prioritising workloads
- Proficient at using Microsoft Word, Excel and Power Point and experienced in the Microsoft Office 365 Suite
- Experience in finance administration, secretarial and administrative services, facilities management and project administration support
- Accomplished at keeping a 'calm' approach in challenging situations with multiple priorities
- Experience working in the public sector

5. COMPETENCIES

Planning and Organisation – Effective management, organisation, and prioritisation of office functions; as well as the workday/week/month for yourself, the General Manager and Commissioners, Commission staff and other stake-holders.

Communication – Clearly conveying and receiving messages to meet the needs of all. This involves listening, interpreting and delivering verbal, non-verbal, written and electronic messages.

Service Delivery – Understanding and meeting the needs of the Law Commission and clients. Clients are individuals or groups who interact with the Law Commission.

Technical – Ability to accurately and thoroughly utilise office technology and to demonstrate practical knowledge of information management, e-mail management and privacy protection issues.

Adaptability – Personal willingness and ability to work in, and adapt to change.

Interpersonal – Working cooperatively and productively with others to achieve results.