

Business Support Administrator

About us

Our purpose is to improve the wellbeing of Hamiltonians. To fulfil our purpose, we need to become the leading community-focused Council, so that Hamilton's full potential can be unlocked – making it the best place to live.

About the role

In this role, you will provide administration support to the Business and Planning Lead. Overall, the role will have a focus on Purchasing and Facility Management.

You will be a professional communicator, a task orientated person who is highly organised and able to ensure the day to-day admin and financial processes are delivered to a high standard.

Reports to	Business and Planning Lead
Responsible for (total number of staff)	0
Delegation	$0
Budget	$0

Where the role sits

This role is part of the Customer and Community group. This group provides facilities and services that help create a safe, vibrant and inclusive city – community facilities, parks and recreation, customer services, City Safe, and resilience and regulatory services.

Key responsibilities

Some of the key responsibilities for this role include:

Customer Service

- Maintains effective relationships with staff and external customers and has an awareness of and empathy for bicultural issues.
- Actively supports the Unit Management Team.

Administration

- High quality administrative support is provided to the Unit Director and Business and Planning Lead.
- Ensures staff onboarding and leavers processes are followed.
- Maintains the Unit intranet information.
- Filing is managed so that documentation is logically stored and easily retrieved.
- Unit Rewards and Recognition and reviewed monthly.
- Arranges meetings and minute taking, including the production and distribution of agendas and minutes and the ordering of catering.
- Unit administrative systems are efficient and effective and are actively improved, allowing Units to achieve optimum business operation.

Purchasing

- Processing of Unit invoices as required.
- Monthly stationery orders and first aid consumables are ordered on time and within phased budget allocation.
- Purchase orders are processed in accordance with Council policy.
- Ensure goods/services are paid for on time to ensure Council maintains good business partnerships with its suppliers.
- Staff are supported in the use of purchasing processes and systems.

Facility Management

- Administration ProMapp processes are reviewed and up to date.
- Supports and co-ordinates on-site maintenance works through IPS.

Health and Safety

- Safety and Wellbeing policies and procedures are adhered to enabling a safe and hazard free work environment for all staff, contractors, and members of the public.
- Monitor any contractors and/or sub-contractors engaged by your unit.
- Stop and/or report any unsafe practices.
- Manage and support team leaders with health and safety information, including use of health and safety systems.

How you will do this

Our team culture is critical to our success. We value kia urutau (adaptability), kia ngaawari (simplicity), kotahitanga (inclusiveness), kaitiakitanga (guardianship), and kia manawanui (ambition). It's vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.

Your mindset, skills, knowledge, and experience

You actively work at being the 'best version of you' and your mindset and behaviours have a positive impact on others. We want someone who:

Qualifications and experience:

- Minimum 2 years administration experience preferred in financial and process monitoring and improvement.

Qualities and attributes:

- Bring an understanding of and commitment to delivering on the principals of Te Tiriti O Waitangi.
- Excellent level of accuracy in administration processes, ability to multi-task and be organised to deliver required workflow.
- A natural team player, able to influence across teams and demonstrate a high level of confidence and professionalism communicating administration needs.
- Customer focus.
- High drive for achievement.
- High degree of integrity

Health, safety and wellbeing

All our people have a responsibility for their own and others health and safety. This includes following all health and safety policies and procedures, including reporting events and hazards, and participating in health, safety and wellbeing programmes and initiatives as required.

Civil Defence

Completes Civil Defence training and participates in events as required.

Note: *This position description is a broad outline of the key activities and responsibilities for this role. Key responsibilities may vary from time-to-time, at the request of the manager, to accommodate the operational needs of the team.*