

## POSITION DESCRIPTION

# Projects & Operations Administrator



## Kaiwhakahaere o ngā Paheko me ngā kaupapa

<b>Job Title:</b>	Projects & Operations Administrator
<b>Group:</b>	Service Delivery Group
<b>Location:</b>	Paeroa Office
<b>Reports to:</b>	Projects & Operations Administration Team Leader
<b>Supervisory Responsibility:</b>	Nil
<b>Functional Relationships:</b>	Project Management Office, Works Team, Design Team, Depot & Fleet Manager, Asset Systems Team, Finance, General Staff, External Stakeholders, Public
<b>Authorities:</b>	In accordance with the Delegation Manual

## General function of the position

To provide administrative assistance to the Manager Projects and Operations and the Projects and Operations Team.

## Organisation values

Hauraki District Council has four values that form the core of how employees carry out their work and conduct interactions both internally and externally. The values shape the culture of our organisation and demonstrate what is important within HDC. These values focus on 'how' we do the job, and 'how' we conduct ourselves in the workplace. This is 'The Hauraki Way'.

Communication	Respect	Commitment	Positive attitude
<ul style="list-style-type: none"> <li>I share relevant information with others</li> <li>I listen to understand</li> <li>I value feedback</li> <li>I use an appropriate communication style</li> </ul>	<ul style="list-style-type: none"> <li>I always keep an open mind</li> <li>I acknowledge and respect differences of opinion</li> <li>I am always considerate and understanding</li> <li>I treat others as I would want them to treat me</li> </ul>	<ul style="list-style-type: none"> <li>I always do my best</li> <li>I follow through for my customers and team</li> <li>I go the extra mile</li> <li>I take personal responsibility for my actions – I walk the talk</li> </ul>	<ul style="list-style-type: none"> <li>I offer ideas and solutions</li> <li>I look for better ways of doing things</li> <li>I am fun to work with</li> <li>I am a can-do employee</li> </ul>



## Key tasks

1. To perform general administrative functions and maintain records including schedules and databases.
2. To administer financial and procurement functions including work orders, purchase orders, accounts payable and receivable invoices, GETS, Secured Signing and budget assistance.
3. To provide Technical support and training on Council Financial Systems. Assist in NFPT Reporting and administration processes and systems are undertaken and maintained in a timely and accurate manner that meets accounting best practice, council policies and reporting time-frame
4. To actively demonstrate professional accountability and a desire for ongoing professional development and continuous improvement.
5. To demonstrate a commitment to Health, Safety and Wellbeing.
6. To show a commitment to Hauraki District Council and provide organisational support as required.

### 1. Administrative Assistance

Key Tasks	Key Performance Indicators (KPIs)
1.1 Projects and Operations Team administrative duties.	<ul style="list-style-type: none"> <li>• Projects and Operations Inbox in maintained and cleared promptly.</li> <li>• All documents are saved into the Councils documents management system including timesheets, check sheets, letters, quotes etc.</li> <li>• Phone calls are taken and appointments made for Projects and Operations staff as necessary.</li> <li>• Word-processing and administration duties are undertaken as required for Managers and Team Leaders in line with Council's established standards, procedures and formats.</li> <li>• Inward correspondence tasks are processed in an accurate and timely manner.</li> <li>• Work Orders are created within the correct General Ledger location for the use of the Projects &amp; Operations teams.</li> <li>• IRS are created in the Councils Financial system accurately and forward to the appropriate team.</li> </ul>
1.2 Secured Signing	<ul style="list-style-type: none"> <li>• Secured Signing documents are reviewed for accuracy and are loaded accurately and timely.</li> <li>• SS documents include explanations/details to assist in prompt approval.</li> </ul>
1.3 Schedule training and conferences (venue, registration, accommodation, travel etc.).	<ul style="list-style-type: none"> <li>• All arrangements are correct and on time.</li> <li>• All training is entered into Council training registered accurately and timely.</li> </ul>
1.4 Take minutes at meetings as required.	<ul style="list-style-type: none"> <li>• Minutes are accurate and produced on time.</li> <li>• Action items are regularly followed up till completion.</li> </ul>
1.5 Be responsible for the adequate supply of protective equipment and clothing	<ul style="list-style-type: none"> <li>• The supply of approved consumables are maintained at appropriate levels</li> </ul>



		<ul style="list-style-type: none"> <li>• All PPE issued is in accordance with councils policy and is recorded into the Councils Health &amp; Safety system</li> <li>• PPE is purchased at the best possible price.</li> <li>• Supply PPE for Business Support and Community Development team members upon request.</li> </ul>
1.6	Prepare Job Packs for New Employees (Works Team)	<ul style="list-style-type: none"> <li>• All relevant information is available for new employees.</li> <li>• 10 Life Saving rules are visible.</li> <li>• Job Safety Analysis (JSA) sheets relevant are included.</li> </ul>

## 2. Financial Administration & Procurement

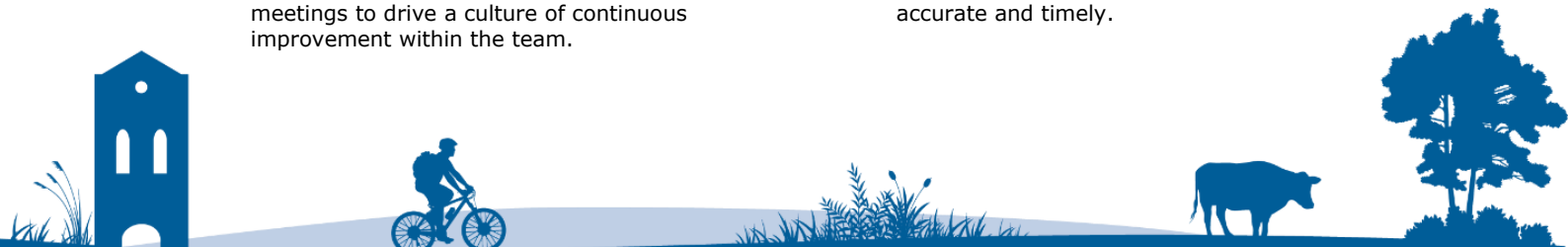
	Key Tasks	Key Performance Indicators (KPIs)
2.1	Prepare Works Team contract claims/payments.	<ul style="list-style-type: none"> <li>• Support P&amp;O Admin Team Leader in collating contract claims with accurate costing.</li> <li>• Ensure documents are forward to finance for timely approval and payment.</li> </ul>
2.2	Inventory Stock Issues and Reconciliations	<ul style="list-style-type: none"> <li>• Inventory Stocks are reconciled and costed to jobs/projects on a monthly basis.</li> <li>• Assist and support the Works Team with Stocktakes.</li> </ul>
2.3	Raise purchase orders in Council's financial system.	<ul style="list-style-type: none"> <li>• Purchase Orders are raised in the council's financial system accurately and in accordance of the Procurement Policy.</li> <li>• Review and clear purchase order balances to ensure accurate financial reporting.</li> </ul>
2.4	Prepare reports on project costing as required.	<ul style="list-style-type: none"> <li>• Reports are prepared accurately and within agreed timeframes.</li> <li>• Reports are analysed ensuring expenditure has been costed correctly.</li> </ul>
2.5	Process accounts payable invoices	<ul style="list-style-type: none"> <li>• Invoices are matched with the correct purchase order.</li> <li>• Goods and Services are receipted into the Councils financial system accurately and timely.</li> <li>• Flexipurchase transactions are coded accurately and timely. PPE purchases are recorded in Vault and any misuse immediately reported to the Team Leader.</li> <li>• Identify Flexipurchase invoices relating to FBT are forwarded to payroll.</li> <li>• Invoice payment approvals are saved in the Councils document management system.</li> <li>• GST is treated correctly on invoices.</li> </ul>



2.6	Plant costings	<ul style="list-style-type: none"> <li>• Works Team Costings are entered into the Councils Financial system accurately and timely.</li> <li>• Pool Vehicle costings are collated and entered into the Councils Financial system accurately.</li> </ul>
2.7	Labour costing Entry	<ul style="list-style-type: none"> <li>• Labour hours reconcile with hours paid by payroll.</li> <li>• Provide training and support to the Service Delivery teams responsible for labour costing.</li> <li>• Trouble-shoot solutions for labour costing errors.</li> <li>• Labour costings are posted accurately and in a timely manner including descriptions of work completed.</li> </ul>
2.8	Accounts Receivable Invoicing	<ul style="list-style-type: none"> <li>• Invoices are produced accurately and correct supporting documentation is provided in a timely manner.</li> <li>• Review monthly statements and trial balance reports, advising finance of any disputes.</li> <li>• The procedure for recovering income are followed.</li> </ul>
2.9	GETS	<ul style="list-style-type: none"> <li>• Prepare and upload documents into GETS on request.</li> <li>• Upload Responses to Request for Information.</li> <li>• Follow up with Project Manager and Team Leader when Information requests remain outstanding.</li> <li>• Download Documents from GETS and save into the Councils documents management system as per council's policies and procedures.</li> </ul>

### 3. Technical Support

Key Tasks		Key Performance Indicators (KPIs)
3.1	Liaise with other teams within Council to assist with customer enquiries/complaints as required.	<ul style="list-style-type: none"> <li>• Meeting of service request customer standard and record keeping of interaction is maintained.</li> </ul>
3.2	Provide support, and assist with training and advice to users of the Councils Financial System within Service Delivery.	<ul style="list-style-type: none"> <li>• Staff are supported, problems and queries are identified.</li> <li>• Maintain a working knowledge of the Financial System and update promapp as required.</li> </ul>
3.3	Assist in NFPT Reporting	<ul style="list-style-type: none"> <li>• Water Outlook data entry errors are corrected on a regular basis, following up with Serviceman when required.</li> <li>• Quarterly NFPT's information is collated and provided to Asset Engineer – Water Services within advised timeframes.</li> </ul>
3.4	Actively engage in process improvements and team meetings to drive a culture of continuous improvement within the team.	<ul style="list-style-type: none"> <li>• Processes are transparent, consistent, accurate and timely.</li> </ul>



- Current processes are evaluated and solutions sought to improve efficiencies and accuracy.

#### 4. Professional Accountability and Development

Key Tasks	Key Performance Indicators (KPIs)
4.1 Actively support and model the Hauraki Way values and required behaviours of the role (internally and externally).	<ul style="list-style-type: none"> <li>• Champions the Hauraki Way in all professional interactions, and seeks approval and/or when unsure seeks feedback in an appropriate manner.</li> </ul>
4.2 Take personal responsibility for discussing own performance and professional development with direct manager.	<ul style="list-style-type: none"> <li>• Takes an active role in own professional development / PPD / MeTime as appropriate and raises any concerns in a constructive manner that does not undermine good faith.</li> </ul>
4.3 Demonstrate commitment to up-skilling and further developing specialist knowledge and best practice initiatives.	<ul style="list-style-type: none"> <li>• Takes an active approach in familiarising themselves with the relevant JSA's, plans, procedures, policies, processes and statutory requirements that can or may relate to their role and to the wider Council.</li> </ul>
4.4 Identify opportunities for improvement and as necessary work across the organisation to implement the necessary changes.	<ul style="list-style-type: none"> <li>• Contributes to and/or champions an improvement initiative through to completion.</li> </ul>

#### 5. Health, Safety and Well-being

Key Tasks	Key Performance Indicators (KPIs)
5.1 Demonstrate a commitment to a culture of safety and wellbeing within the Council as set out in the HDC Safety & Wellbeing Charter.	<ul style="list-style-type: none"> <li>• Actively shows support and commitment to workplace health and safety in accordance with the HDC Safety &amp; Wellbeing Charter so that 'Everyone is Safe and Well at the End of the Day'.</li> </ul>
5.2 Take reasonable care for own health and safety, and ensure that own acts and/or omissions do not adversely affect the H&S of others.	<ul style="list-style-type: none"> <li>• Comply with any reasonable instruction that is given by the Council.</li> <li>• Co-operate with any reasonable policy or procedure.</li> </ul>
5.3 Follow all established work procedures with particular regard to the requirements for H&S, including the use of PPE and adherence to the JSA's.	<ul style="list-style-type: none"> <li>• Adheres to all H&amp;S practices and rules as they relate to the position and working environment(s) and seeks out advice when unsure.</li> </ul>
5.4 Actively participate in the identifying and reporting of risks and hazards.	<ul style="list-style-type: none"> <li>• All accidents / incidents / near hits are reported through the Vault H&amp;S reporting system within 48 hours of their occurrence.</li> <li>• Relevant advice is sought when hazards or risks are identified.</li> </ul>
5.5 Inform contractors of H&S regulations and procedures they must operate within at all times.	<ul style="list-style-type: none"> <li>• Contractors are informed of H&amp;S regulations and procedures so that they operate safely while undergoing work at HDC sites.</li> </ul>
5.6 Carry out Health & Safety audits.	<ul style="list-style-type: none"> <li>• Health &amp; Safety audits are performed on time and correctly recorded and documented.</li> </ul>



## 6. Other Duties

	Key Tasks	Key Performance Indicators (KPIs)
6.1	Other duties are undertaken as are reasonably required.	<ul style="list-style-type: none"> <li>Other duties are completed as are reasonably required.</li> </ul>
6.2	Provide organisational support as required, such as in respect of Emergency Management activities.	<ul style="list-style-type: none"> <li>Employee participates in EM activities and events as required and as directed.</li> </ul>
6.3	Abide by the general expectations, codes of conduct, and policies and procedures as outlined on the Hauraki District Council intranet.	<ul style="list-style-type: none"> <li>Employee takes an active approach in familiarising themselves with HDC's policies, together with relevant plans, procedures and processes.</li> <li>All applicable policies and procedures are adhered to.</li> </ul>
6.4	Participate fully in organisational processes including staff meetings, Personal Performance and Development (PPD) programmes, project teams and other initiatives.	<ul style="list-style-type: none"> <li>Employee takes an active approach in respect of organisational processes and meets expectations with regard to their role in delivering results.</li> <li>Staff meetings are attended, PPD programmes are undertaken, assistance is provided on project teams etc. as relevant.</li> </ul>

## Person specification details

### 1. Expertise

Qualifications: Full NZ Drivers' Licence  
National Certificate Level 3 (NCEA Level 3)

Experience: 3-4 years relevant work experience

### 2. Skills

Ability to Learn	Shows a willingness to learn and use new processes. Readily takes up relevant training and learning opportunities and will ask questions to gain complete understanding if necessary.
Ability to Organise	Has a systematic approach that leads to the successful completion of tasks and events. Has ability to programme and organise work, and keeps functional records and filing systems in order.
Communication	Can clearly convey information and ideas through a variety of appropriate media to individuals or groups in a manner that helps them understand and retain the message. Communicates in a compelling and articulate manner that instils commitment. Responds to correspondence, voice mail and e-mail promptly.
Customer Focus	Makes customers and their needs a primary focus of their actions. Develops and sustains productive customer relationships. Understands customer service principles and practices. Presents a professional image, eg. dress code, behaviour, conduct.
Professional / Technical Expertise – Typing	Is a touch-typist with excellent typing skills and speed
Professional / Technical Expertise: Minute Taking	Is familiar with meeting protocol and has proven ability in minute taking and agenda preparation



Teamwork	Actively participates as a member of a team to move the team toward the completion of goals. Contributes actively and fully to team projects by working with colleagues collaboratively, working towards consensual solutions that enhance the output of the team. Accepts share of workload
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### 3. **Knowledge**

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Computer Literate	Demonstrates relevant levels of computer literacy and competency, with a working knowledge as follows: <ul style="list-style-type: none"> <li>• Microsoft Office (e-mail, calendar etc) Intermediate</li> <li>• Microsoft Word Intermediate</li> <li>• Microsoft Excel Intermediate</li> </ul>
Office Procedures	Good understanding of office procedures and administration including the ability to operate photocopiers, printers, e-mail etc.
Working Knowledge – Local Government	Has a basic knowledge of local government (desirable but not essential).
Working Knowledge – Local Area	Knows the local area and understands the dynamics of Hauraki and surrounding districts (desirable but not essential).
Working Knowledge – Document Management systems	Has knowledge and practical experience with Document Management Systems
Working Knowledge – Financial Principles	Has experience in using a financial system and processes.

