Job Description

tasman district council | Te Kaunihera o te tai o Aorere

My Position

Position:	**Administration Officer – Commercial & Property (Fixed Term 12 months)**
Section:	Commercial & Property
Group:	Strategy & Finance
Responsible to:	Commercial & Property Manager
Job Purpose:	• To provide efficient and effective administrative support to the Commercial & Property Manager and wider team, enabling the Section to meet its responsibilities and Council requirements. • To document and maintain assigned commercial and property procedures and processes, supporting consistency, continuity and effective information management. • To contribute to the development and continuous improvement of resources, systems and processes that support the efficient and effective delivery of Council's commercial and property activities.

Our Council

Our District Vision:	Thriving resilient Tasman *Kia manawaroa te tai o Aorere*
Our Purpose:	Delivering Public Value *Kia whai hua mā te marea*

Our Values

We support our Vision and Purpose through living our values.

Auahatanga – *Innovation. I orea te tuatara, ka patu ki waho. A problem solved by continuing to find solutions.*

- We love ideas, big or small
- We delivery differently
- We learn and grow
- We give it a go
- We are brave and challenge the status quo

Kawenga – *Responsibility*. *Kia ū ki te pai. Stay resolute to that which is good.*

- We honour our commitments
- We act professionally with integrity
- We are honest and open
- We bring the right attitude to work
- Safety and wellbeing come first

Manaakitanga – *Caring/ Sharing. Te tohu o te rangatira, he manaaki. The sign of a leader is how they support, protect and respect others.*

- Helpfulness and respect guide us
- Our mana encourages and lifts others up
- Care and empathy are a priority
- We are always welcoming
- We freely share knowledge

Whanaungatanga – *Relationships.* *He aroha whakatō, he aroha puta mai. If kindness is given then kindness shall be received.*

- We connect, listen and involve
- We believe in collective success
- Our stories create shared meaning
- We embrace diversity

- We are kind and nurturing

My Group

Role of the Strategy & Finance Group
The Strategy & Finance Group's primary purpose is to provide strategic and corporate planning, capital programme delivery, management of commercial activities, and fiscal stability and management of the Council's financial performance and reporting, rating and treasury functions.

The Group's work includes co-ordinating Council's Long Term Plans, Annual Plans, Annual Reports and Policies required by the Local Government Act 2002; preparing Council's plans and policy statements required under the Resource Management Act 1991 or replacement legislation; overseeing the development of the Growth Strategy and Activity Management Plans; and undertaking reserves and recreation planning.

We achieve this by demonstrating the principles of Te Tiriti, investing wisely in infrastructure, people, and tools and by respecting, supporting, and enabling others. Our systems, oversight and advice empowers our Council and our communities to make wise and enduring decisions.

My Key Result Areas

My Priorities

What am I supposed to do?	How well am I supposed to do it?
Section Manager and Team Support • Provide day to day administrative support to the Manager and wider team. • Coordinate correspondence, documents, meetings, appointments and routine information requests as requested. • Monitor assigned actions and key dates and follow up or escalate as appropriate. • Raise purchase orders and process invoices and payments as required. • Assist with revenue invoicing and debtor administration as required. • Monitor shared mailboxes and direct enquiries to the appropriate team member. • Carry out any additional tasks as required.	**Section Manager and Team Support** • Administrative support is provided accurately, efficiently and within agreed timeframes. • Administrative tasks are undertaken with a high degree of accuracy, efficiency and timeliness with priority given to urgent work. • Documents, correspondence, calendars and administrative records are current, well organised and professionally presented. • Assigned financial administration is completed accurately and within required timeframes. • Enquiries and assigned actions are directed, followed up and completed appropriately.
Process and Procedures • Document and maintain assigned Commercial & Property procedures, processes and administrative workflows. • Work with team members to ensure responsibilities, key steps, controls and information requirements are clearly documented. • Review and update documentation when systems, requirements or ways of working change. • Assist the team with the identification and prioritisation of process and procedure efficiencies and improvements. • Support consistent use and storage of procedures and supporting information.	**Process and Procedures** • Assigned tasks are undertaken with a high degree of accuracy, efficiency and timeliness with priority given to urgent work. • Assigned procedures, manuals and processes are up to date, clear, practical, current and easy to follow. • Key administrative requirements and responsibilities are appropriately documented. • Process documentation supports consistency, continuity and effective knowledge transfer. • Information is maintained in accordance with Council requirements. • Efficiencies and improvements to process and procedure are evident and are resulting in a more efficient service delivery.
Systems and Business Improvement • Assist with the development and maintenance of systems, templates, registers and resources that support commercial and property activities.	**Systems and Business Improvement** • Systems, templates and resources are current, practical and fit for purpose.

• Identify practical opportunities to simplify processes, improve information quality and reduce unnecessary duplication or rework. • Assist the team with the identification and prioritisation of business process improvements • Support the implementation and embedding of agreed improvements. • Contribute positively to Council business improvement and digital ways of working.	• Opportunities for improvement are identified and progressed. • Administrative processes are increasingly efficient, consistent and easy to use. • Improvements support reliable and effective delivery of commercial and property activities.
Information, Records & Reporting • Maintain accurate registers, records, databases, spreadsheets and other assigned information. • Ensure Commercial & Property documentation is appropriately stored, maintained and retrievable. • Collate information and data required for regular and ad hoc reporting. • Identify missing, inconsistent or overdue information and follow up as appropriate. • Suggest practical improvements to administrative processes, templates and systems.	**Information, Records & Reporting** • Records and information are accurate, current, complete and readily retrievable. • Reporting information is provided accurately and within required timeframes. • Appropriate audit trails are maintained. • Confidential and commercially sensitive information is managed appropriately.

My Contribution
Accountability • I take responsibility for my performance, decisions and actions and how these impact on others. • I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it. • I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable. • I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.
Customer Focus • I focus on the needs of our customers and provide all of them with outstanding service. • I treat all people with respect, and I deliver on the commitments I make. • My actions are fair and build trust with my colleagues, customers and our community.
Relationship Building • I build and maintain genuine relationships with my colleagues, customers and our community. • I actively listen to others and are supportive, friendly and helpful. • I respect all cultures and act in ways that make others feel included and valued.
Resilience & Adaptability • I support new ways of working and are able to be flexible and calm when facing change or difficult situations. • I am digitally confident and participate in opportunities to learn how to apply digital business technology and tools to my work. • I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.
Motivation & Drive • I take responsibility for my own learning and development and welcome feedback to improve my performance. • I effectively plan, manage and prioritise my work and deliver it on time. • I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.
Collaboration & Inclusion • I actively contribute to the achievement of team goals and objectives. • I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.
Civil Defence Emergency Management • I provide assistance and support during civil defence / emergency management activities. • I participate in civil defence and emergency management training.

Working within te ao Māori

- I have the appropriate level of knowledge and understanding of the principles and application of Te Tiriti o Waitangi for my role.
- I have the appropriate level of knowledge of Tikanga Māori (customs and practices) and Te Reo Māori (Māori language) for my role.
- I have the appropriate level of knowledge of Council's engagement protocols with the whānau, hapū and iwi of te Tauihu for my role.
- I foster a culturally inclusive environment by actively engaging with and respecting Māori perspectives and practices in my work.

My Delegations

I have no staff or financial responsibilities. However, the Council may from time to time delegate to me specified powers and duties which I must exercise with due care and diligence.

My Competencies

My Qualifications and Experience:

- A minimum of three years' experience in an administration, business support or other relevant role.
- A level 4 certificate in Business Administration or similar is desirable.
- Experience in property, commercial, legal, finance or local government administration would be an advantage.
- Experience in a customer-focused service environment.
- A high level of digital literacy, including competence with Microsoft 365 applications and database or information management systems.
- Experience maintaining accurate records, registers and spreadsheets and collating information for reporting.
- Experience with financial administration such as purchase orders, invoicing or debtor administration would be an advantage.

My Personal Attributes:

- Highly organised, accurate and attentive to detail.
- Able to manage competing priorities and follow work through to completion.
- Clear and professional written and verbal communication.
  Sound judgement, discretion and respect for confidentiality and commercial sensitivity.
- Proactive, dependable and comfortable following up actions with others.
- Customer-focused, approachable and able to work positively with a wide range of people.
- Able to work independently within clear parameters and contribute effectively as part of a team.
- Curious about improving systems and willing to learn new tools and processes.
- An appropriate understanding of Te Tiriti o Waitangi and tikanga Māori for the role.

My Agreement

My Name: ……

My Signature: ……

Date: ……