



Position Description

Position Details

Position Title	Operations & Services Administrator
Responsible To	Group Manager, Operations & Services
Employment Type	Permanent, Part-time
Hours of work	20 hours per week, Monday to Friday
Location	Kawerau

Position Purpose

To provide administrative support to staff in the Operations & Services Group, working closely with Managers, in the most cost effective and efficient manner.

Council's Vision

To create a resilient and sustainable Kawerau District that can meet the needs of the future.

Internal and External Relationships

Internal Relationships

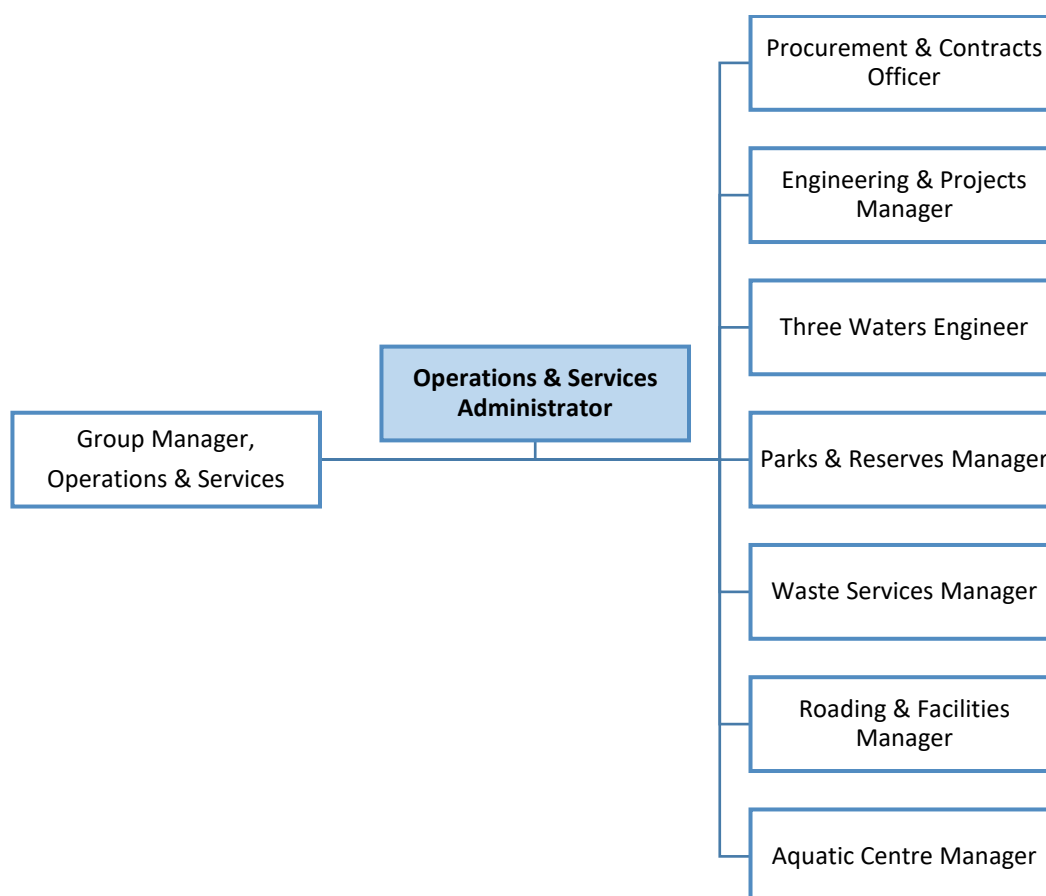
- CEO & Leadership Team
- Managers and staff in the Operations & Services Group
- Other Council staff

External Relationships

- Contractors and consultants
- Residents and Ratepayers
- Other Local Authorities
- Central Government Departments and Agencies

Kawerau District Council operates a Drug and Alcohol Policy, which includes pre-employment, random, post-accident/incident and reasonable grounds testing.

Organisation Structure



Key Responsibilities

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
ADMINISTRATION	
Provide administrative support to Managers in the Operations & Services Group to assist them with the delivery of the following services to the Community: <ul style="list-style-type: none"> • Roading • Water • Wastewater • Stormwater • Building maintenance • Parks and Reserves • Refuse Collection and Disposal • Aquatic Centre 	<ul style="list-style-type: none"> • Timely and clear communication is maintained with other staff. • Information is provided in easy-to-understand formats. • Reports written by managers in the Operations and Services Group are reviewed. • Service requests are processed, generated, responded to, and followed up within stipulated timeframes. • Invoicing and purchase orders are generated as requested.

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
<ul style="list-style-type: none"> • Infrastructure maintenance systems • Projects • Contract management • Asset management <p>Tasks include, but are not limited to:</p> <ul style="list-style-type: none"> • Dealing with Service requests • Purchase orders • Meeting audit requirements • Reporting on KPIs • Meeting administration • Working with processes and procedures • General admin work <p>Provide the People & Culture Manager and H&S Officer with administrative assistance from time to time for the Operations & Services team.</p>	<ul style="list-style-type: none"> • Assistance is provided with compiling, auditing and reporting on KPI's • Meeting agendas are created, and minutes are taken for those meetings, and circulated as requested. • Processes and procedures are formatted onto agreed templates. • Any general administrative work requested by Managers in the Operations & Services Group, or the People & Culture Manager or H&S Officer is undertaken promptly (as time allows).
MONITORING	
<ul style="list-style-type: none"> • Monitor various Annual Plan and Long Term Plan targets and report monthly on progress and level of achievement. • Collate information from all the Operations and Services managers and compose a monthly business improvement report. 	<ul style="list-style-type: none"> • Targets and KPI's based on the LTP are monitored monthly and accurate information on performance is provided to the Group Manager, Operations & Services. • Business improvement reports of suitable quality are prepared every month on time. • Monitor KPI with external stakeholders and follow up on deviations.
HEALTH & SAFETY	
<ul style="list-style-type: none"> • Takes all practicable steps to ensure personal safety and not cause harm to any other person by personal actions. • Demonstrates a personal commitment to Health and Safety in accordance with Council's Health and Safety Policy. • Actively contributes to a healthy culture of manaakitanga (respect, generosity, and care). 	<ul style="list-style-type: none"> • Hazards are identified and control measures followed. • Work-related accidents, incidents and illnesses are reported. • Emergency procedures are followed. • Safe work practices are demonstrated.
GENERAL	
<ul style="list-style-type: none"> • Participate in the organisation's Personal Performance and Development Programme 	<ul style="list-style-type: none"> • Unbiased and empowering PPDs completed with supervisor and reporting

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
(PPD). <ul style="list-style-type: none"> • Participate in the organisation's business improvement programme. • Participate in Council's Civil Defence response teams. • Carry out any other relevant duties as reasonably required. 	staff. <ul style="list-style-type: none"> • Consistent attendance at and participation in Team meetings. • Participation in emergency drills and incidents as required. • Participate in Civil Defence training and events. • Willingly accept tasks assigned and meet agreed deadlines.

Person Specification

Technical / Professional Qualifications / Experience

- 3+ years' experience in an Administration or similar role.

Knowledge / Skills / Attributes

- A solid understanding of engineering and operations terms and practices.
- Experience with contract documentation, procedures, and administration.
- Familiarity with databases and Microsoft Office programs (like Word and Excel).
- The ability to write and review letters and simple reports that are clear, accurate, and easy to understand.
- Experience with monitoring various tasks and reporting results effectively.
- The ability to focus on goals and deliver high quality outcomes.
- Strong interpersonal communication skills and the ability to work as an effective and collaborative team member.
- The ability to organise, prioritise, and manage multiple tasks efficiently is essential.
- Self-motivated and able to work independently.
- A full New Zealand Class 1 driver's license is required.