POSITION DESCRIPTION

**Position Title**
Team Administrator/Driver

**Reports To**
Ambassador Stockholm

**Group**
Europe, Middle East, Africa and Australia Group

**Date Created/Updated**
October 2018

**About the Ministry**
The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to make New Zealand safer and more prosperous. It does this by working to understand geopolitical changes across the world, advancing the Government’s international priorities, and providing advice to the Government on its implications. By building connections and influence in other countries we act to promote and protect New Zealand’s interests.

We seek to deliver value to New Zealand and New Zealanders, through:
- improved prosperity for New Zealand and our region
- the stability, security and resilience of our country, our people and our region
- leadership by amplifying New Zealand’s influence and standing in the world
- kaitiakitanga or stewardship, by delivering solutions to global challenges for the benefit of present and future generations.

Our values are:

**Impact**
- We achieve for New Zealand, everyday, everywhere

**Kotahitanga**
- We draw strength from our diversity

**Courage**
- We do the right thing

**Manaakitanga**
- We honour and respect others

**Diversity and Inclusion**
We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.
About the Embassy

The Embassy represents the New Zealand Government to the highest standards of professional excellence in diplomacy, trade negotiations, international development and consular services. This is done by building connections with Sweden and other accredited countries that enable the New Zealand Government to achieve more than they could alone.

The Embassy takes a distinctively New Zealand approach, reflecting New Zealand’s diversity and heritage. Our values are professionalism, leadership, respect, collaboration and innovation.

About the Position

The Team Administrator/Driver is responsible for providing general administrative support to help ensure the efficient and smooth running of the office, with a particular emphasis on driving and transport. The position may be required to undertake, or provide backup in a wide range of activities in support of the Embassy’s operational objectives. Responsibilities will be allocated by the Administration Manager to take best advantage of the overall team resource and individual skills.

Key Accountabilities

The following key accountabilities of this role assist in delivering the Embassy’s purpose.

The position has the following key accountabilities:

Administration

- Manage the mail process, including airfreight bags and couriers.
- Book and coordinate HOM and other post staff transport requirements. Undertake monthly audit of post vehicle running sheets.
- Arrange and organise functions, meetings, presentations, conferences and workshops including venues, catering and associated agendas and documents as appropriate.
- Schedule meetings and appointments for DHOM and policy staff
- Assist with simple verbal and written translation between English and the local language.
- Undertake general administration, including managing representational gift stocks, scanning documents for electronic filing, maintaining official Ministry registers i.e., Art, Assets etc.
- Undertake reception and telephonist duties as required.
- Undertake a range of basic finance functions such as processing invoices, personal recoveries, recording representational expenditure, administering credit cards and other related tasks.

Driving

- Regularly check the driving schedules and liaise regularly with the Administration Manager regarding the driving requirements for the post.
- Provide safe and punctual driving services to all passengers, including assisting with luggage etc.
- Be familiar with the best routes to and from destinations, including to airports, and be able and prepared to alter driving routes when traffic/weather conditions warrant.
- Complete vehicle running sheets for each vehicle used, and maintain adequate stock of vehicle running sheets in the vehicle.
- Ensure availability through a cell phone at all times while on duty.
- Undertake messenger and delivery services as required.

**Vehicle Maintenance**
- Maintain the post’s vehicle(s) to a high standard, ensuring they are clean and safe to drive at all times.
- Carry out regular maintenance checks on vehicles.
- Arrange for regular servicing of vehicles, if possible at a time that does not conflict with post needs.
- Ensure all vehicles have adequate fuel at all times.
- Prepare all cars for seasonal driving conditions (e.g. fitting of snow tyres, addition of antifreeze, etc.).
- Assist in the repair, purchase or sale of official vehicles.

**Vehicle Administration**
- Maintain the register of official vehicles/registration plates.
- Assist with the registration and deregistration of official and personal vehicles.
- Undertake monthly audit of post vehicle running sheets.
- Manage the provision, and maintain a register, of petrol cards for official/seconded staff vehicles.
- Advise seconded staff on official procedures for purchase and disposal of personal vehicles.

**Property**
- At the direction of the Administration Manager, obtain quotes for furniture, equipment, and office supplies. Procure items as directed and ensure appropriate accounting processes are followed.
- At the direction of the Administration Manager arrange for the disposal of furniture, equipment, and vehicles.
- Where required, arrange maintenance to properties, furniture, fittings and equipment, also arranging access to property and supervision of service provider representatives undertaking maintenance and inspections of property.
- Manage and maintain the post vehicles and ensure vehicles are available when required.
- At the direction of the Regional Assets Manager assist with obtaining quotes for maintenance/repairs work and liaise with the insurance company (if required).
- Where a major property project is scheduled, at the direction of the Administration Manager collate and provide relevant local information.
- Support the preparation of the property and facilities management components of the Post budget ensuring routine and specific maintenance is budgeted for.
- Support the management of property and facilities management contracts by ensuring accurate contract documentation is maintained approved invoicing and payment procedures are followed, costs incurred are within budget and regular review meetings are held.
- Enter and maintain property and maintenance information on the Ministry systems.
Visits and Events

- In consultation with seconded staff manage the logistical elements of inwards visits including desired programme elements, prepare participant and guests lists, specify protocols required during the visit and analyse security needs.

Technology

- Act as the central point for all IT problems at post and log calls to Service Centre for problems that can't be resolved.
- Provide assistance with the installation and movement of IT equipment.
- Following Ministry procedures identify IT equipment to be disposed of and seek approval from Wellington.

Knowledge Management

- Contribute to the continuous development of the Embassy’s knowledge base by using the Embassy’s internal systems, sharing information and data with relevant internal stakeholders and contributing to the Embassy’s desk file of standard operating procedures and ‘How to’s’

Security

- Be familiar with the Embassy Security Instructions and adhere to these at all times.

Other

- The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description and such other duties reasonably within their experience and capabilities as may be from time to time.
- The job holder will be required to work extended and flexible hours and weekends to meet the needs of the Embassy work programme.
- Ability to obtain and maintain appropriate security clearances.
- The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description and such other duties reasonably within their experience and capabilities as may be from time to time.
- The job holder must be able to obtain and maintain appropriate security clearances as required.

Qualifications, Skills, knowledge & experience

The following are required:

- One to two years’ experience in an administration role
- Numeracy skills
- Strong understanding of IT systems – both hardware and software especially Microsoft Office applications and document backup and security
- Excellent written and oral communication skills (in both English and local language)
- Attention to detail and thoroughness in following through tasks
- Demonstrated ability to build and maintain effective relationships and working within a team
- Highly competent in Microsoft Office suite
- Well-developed planning and organisational skills, including ability to prioritise tasks effectively and work under pressure
• Strong customer focus, with the ability to communicate effectively with a diverse range of people
• Possess a strong achievement/delivery focus – sets high standards including accuracy and attention to detail
• Ability to work autonomously and within guidelines, demonstrating the use of sound judgement
• Demonstrated commitment to continuous improvement, including adaptability and openness to change
• Ability to anticipate issues and problems and think of creative solutions
• Displays personal integrity and an honest and ethical approach
• Hold a current, clean driver’s licence and be able to drive post vehicles (as required) safely in local conditions

Relationships

The position is required to build and maintain the following relationships:

Internal (within Embassy)
• Head of Mission/Ambassador
• Other staff

Internal (New Zealand Based)
• Group Business Manager
• Finance Account Manager
• Regional Asset Manager (Asset Management Division)
• Information Technology (key staff)

External (outside Embassy)
• Local Foreign Ministry
• Administrators in other key diplomatic missions
• Other New Zealand Agencies
• Local utility providers
• Local contracts (e.g. stationery supplies, function supplies)
• Local security companies
• Property and facilities management providers
• Contractors and suppliers

Delegations

The position has no financial delegations. Any commitment of Embassy funds needs to be pre-approved by the Administration Manager; the Deputy Head of Mission or the Ambassador (as appropriate).