



Position Description

Position Title - Ingoa Tūranga

Team Administrator (Property), Manila

Group - Puni

Americas and Asia Group (AAG)

Reports to - Menetia

Administration Manager, Manila

About the Post - Mō te Manatū

The New Zealand Embassy in Manila (the Post), acts in the world to build a safer, more prosperous and more sustainable future for New Zealanders. We do this by building connections with and influencing other countries to advance New Zealand's interests, project New Zealand values and secure the outcomes that matter to New Zealand. We pursue the Government's international priorities and provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to the wellbeing of New Zealanders in the following ways:

- **Kaitiakitanga:** Generations of New Zealanders benefit from sustainable solutions to global and regional challenges;
- **Prosperity:** New Zealanders have better job opportunities and incomes from trade, investment and other international connections;
- **Security:** New Zealanders are able to live, do business, travel and communicate more safely at home and offshore;
- **Influence:** New Zealanders have confidence their country can influence others on issues that matter for them now and in the future.

Diversity and Inclusion - Kanorau, Kauawhi

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.

Our values are:

- **Impact:** We achieve for New Zealand, every day, everywhere
- **Kotahitanga:** We draw strength from our diversity
- **Courage:** We do the right thing
- **Manaakitanga:** We honour and respect others

The Post recognises the importance of staff having flexibility around work hours and working arrangements to maintain a work/life balance. In turn there may be some situations where the Post's business deliverables require staff to be available during certain hours of the day or for longer periods to meet a temporary surge in work requirements.

About the Position - Mō te Tūranga

The Team Administrator is responsible for providing general administration to help ensure the efficient and smooth running of the office, and for managing the Post's property.

The Team Administrator supports the planning and delivery of visits, events, and projects, and manages a range of key relationships, both external and within the Ministry.

Key Accountabilities - Kawenga Matua

The following key accountabilities of this role assist in delivering the Post's purpose:

Property and facilities management

- 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.
- Ensure all inventories, including data in the Asset Information Management System (AIMS) database is actively managed and up-to-date; undertake an annual inventory check of the chancery, official residence and staff housing.
- Assist the Administration Manager where a major property project is scheduled.
- Manage the Post's five leased properties and support changes to property arrangements (e.g. lease renewals). Undertake an annual health and safety inspection of all staff housing.
- At the direction of the Administration Manager assist with obtaining quotes for maintenance/repairs work and liaise with the insurance company (if required).
- Where required, arrange access to property and supervise outsource provider representatives undertaking maintenance and inspections of property.
- Manage and maintain the post vehicles and ensure vehicles are available when required.
- In consultation with the Administration Manager, arrange disposal of assets (e.g. furniture, equipment and vehicles) and submit required asset data sheets to Wellington; all inventory items due for disposal to be signed off by the Administration Manager.
- Arrange maintenance service of properties and equipment including pest control.
- Develop and maintain effective working relationships with landlords, local property and facilities service providers, ensuring contractual delivery in a timely manner, and that best use is made of available resources.
- Develop and maintain effective working relationships with the Asset Management Division, the Post's Commercial Division business partner, and Corporate Legal Unit, seeking guidance and advice as required on asset management and procurement.

Administration

- Undertake reception duties including operating and managing all facets of the embassy telephone (IP PBX) system.
- Manage the mail process and the Post Outlook mailbox.
- Book and coordinate post staff transport requirements. Undertake monthly audit of post vehicle running sheets.
- Liaise with service providers as required.
- Assist in arranging visitor programmes including transport, hotel and travel arrangements, functions, meetings, presentations, conferences and workshops including venues, catering and associated agendas and documents as appropriate.

- Prepare Third Person Notes as required.
- Undertake general administration, including visitor programmes, hotel and travel arrangements, scanning documents for electronic filing, maintaining official Ministry registers e.g., Works of Art, Fixed Assets.
- Act as back-up for the Executive Assistant, Consular Adviser and Team Administrator (Finance).

Consular and legal and notarial

- Assist the Administration Manager and Consular Advisor/Team Administrator with consular case management work to assist, and protect the rights of, New Zealanders in the Philippines.
- Assist the Consular Advisor/Team Administrator providing legal, notarial, and statutory services.
- Liaise with DFA on matters relating to authentication documents in consultation with the Consular Advisor/Team Administrator.

Finance

- Process embassy accounts ensuring payables and receivables are in accordance with financial management guidelines, including internal control requirements.
- Manage all revenue ensuring receipts are issued promptly.
- Prepare monthly banking, ensuring deposit slips and receipt book are signed off by Administration Manager.
- Action cost recoveries for staff and agencies, including from divisions in Wellington and other government departments.

Security

- Assist Post Security Officer and Administration Manager with Post security processes, ensuring appropriate protocols are followed at all times, including:
 - Be familiar with the Post Security Instructions and adhere to these at all times.
 - Under the guidance of the Administration Manager, ensure chancery and seconded staff accommodation is adequately protected.
 - Maintain a visitor register.

Health and Safety

The Post is committed to providing a safe, healthy and secure working environment for all staff, contractors and other workers, both on and offshore.

If you are appointed as the Post's Health and Safety Officer, you are responsible for:

- ensuring that health and safety resources and processes are in place and are being appropriately used,
- engaging with staff and contractors to enable proactive participation in matters related to health and safety,
- ensuring that health and safety hazards are identified (in consultation with staff), that controls are in place, that associated risks are being assessed and regularly reviewed, and an action plan determined to eliminate or mitigate the risks so far as reasonably practicable,
- implementing the agreed actions to eliminate or mitigate the assessed risks and monitoring and reviewing progress,

- ensuring that the group or event hazard and risk register documents are regularly updated and controls are regularly reviewed,
- ensuring that all health and safety incidents, illnesses, injuries, near misses are immediately reported through Risk Manager and followed up,
- ensuring that significant hazards and risks or critical incidents are drawn to the immediate attention of your manager,
- lead health and safety briefings for all staff and visitors.

Organisational Responsibilities

- Understand the Post's strategic priorities and high-level outcomes framework and how this role, and the other roles at the Post contributes to the framework.
- Understand and apply the strategic context in which the Post operates, including priorities and perspectives of the Ministers, partner agencies, internal and external stakeholders.
- Understand Tikanga and Treaty of Waitangi principles and have sufficient appreciation of Te Reo Māori to be able to apply the Post Māori dimension, underpinned by Post values, in a way that is relevant to the context of our business.
- Be aware of and adhere to the Post's Health and Safety, Security and other internal policies and procedures.
- Contribute to the continuous development of the Post's knowledge base by using the Post's internal systems, sharing information and data with relevant internal stakeholders, including contributing to/presenting at internal learning and development opportunities.

Other

- Undertake driving duties as required.

Skills, Knowledge and Experience - Tohu Mātauranga, Pūkenga, Mātauranga, Wheako

The Team Administrator (Property) will have the following experience, skills and knowledge:

- Two years and above experience in an administration and/or property management role
- Numeracy skills
- Excellent written and oral communication skills (in both English and Filipino 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
- Ability to work autonomously and within guidelines, demonstrating the use of sound judgement
- Shows strong initiative, risk management and communication skills
- Demonstrated commitment to continuous improvement, including adaptability and openness to change
- Ability to anticipate issues and problems and implement creative solutions
- Displays personal integrity and an honest and ethical approach

- Ability to work with people from other cultures and in an intercultural environment
 - Hold a current, clean driver's licence and be able to drive post vehicles (as required) safely in local conditions
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Relationships – Pātahitanga

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

Internal (within Post)

- Head of Mission
- Seconded and SEP staff at Post
- Administration Manager
- Group Business Manager, AAG, Wellington
- Account Managers (e.g. Finance, PEP, Security)
- Key contacts in Asset Management Division
- Information Technology (key staff)

External (outside Post)

- Department of Foreign Affairs
 - Administrators in other key diplomatic missions
 - Other New Zealand Agencies
 - Local utility providers
 - Local contractors and suppliers
 - Property and facilities management providers
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Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

- You will be expected to perform other duties from time to time that can reasonably be regarded as incidental to the position description and within the experience and capabilities required in the role.
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References

- **Ministry's Strategic Intentions 2024-2028**
Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>).