

## Position description—Office coordinator

### Te Rautaki a NZCER 2017–2021

Mā te mātauranga e taea ai e ia ākonga o Aotearoa te kite i ō rātou pūmanawa kia ea ai ō rātou wawata.

### Tō mātou kaupapa

Ka whakaawe te ao mātauranga e NZCER. Ko mātou ngā kaiarataki i te mahi rangahau, i te whanaketanga o ngā rākau āwhina me te tuku ratonga e kōkiri ana i ngā akoranga tōtika kia puta mai ai ngā hua tōtika i ngā mahi kaupapa here me ngā wāhi mahi.

I whakatūria te NZCER i te tau 1934. E tū motuhake ana a NZCER hei whare rangahau, hei whare whakawhanake i raro i tāna ake ture. Ko ngā mātāpono o te Tiriti o Waitangi te tūāpapa o ā mātou mahi, mā konā e hāpaitia ai te mana Māori i roto i ā mātou kaupapa mahi, i ngā hononga me ngā tikanga mahi.

Ka tōia mai ngā mātauranga o mua, ka kuhu atu hoki mātou ki ngā mahi mātauranga o nāianei, hei tārai i te ao mātauranga o āpōpō. Kei raro i te Ture o NZCER 1972, kei te kawē, kei te tuku atu hoki mātou i ngā momo rangahau mō te ao mātauranga. E tū motuhake ana mātou ki te tāpae pārongo, ki te tuku whakaaro me ngā momo ratonga āwhina ki te iwi whānui.

### NZCER Strategy 2017–2021

Education in Aotearoa New Zealand should enable every learner to discover their potential and realise their aspirations.

### Our purpose

NZCER inspires education. We play a leading role in research, developing tools, and providing services that drive effective learning and positive change in policy and practice.

Established in 1934, NZCER is an independent research and development organisation, operating under its own legislation. We use the principles of the Treaty of Waitangi as the founding document of Aotearoa to help us uphold mana Māori in our work, relationships, and ways of working.

We draw on a rich heritage of, and play an active part in, shaping the future of education. The NZCER Act 1972 provides us with a mandate to carry out and disseminate education research, and provide independent information, advice, and assistance.

### **Ō mātou uara**

Mā ēnei uara, ā mātou mahitahi ki ētahi atu, ō mātou whanonga me ō mātou whakataunga e arataki.

### **Te tū motuhake**

Nā ngā taunakitanga tōtika e hāngai ana, e whai mana ana ā mātou kōrero.

### **Te mahi ngātahi**

Ka mahi ngātahi mātou ki ngā rōpū whai pūkenga kē, kia tino whai hua ngā mahi.

### **Te auahatanga**

Mā ā mātou rangahau, ā mātou rākau āwhina me ā mātou ratonga te ao mātauranga o āpōpō e tārai.

### **Te ngākau pono**

Nā ō mātou pūkenga me ō mātou mātāpono tōtika e tutuki ai ā mātou kaupapa i te wā tika, i roto hoki i te ngākau pono.

### **Our values**

Our values guide how we work with others, our behaviours, and decision making.

### **Independence**

We use robust evidence to speak with confidence and authority.

### **Collaboration**

We work with complementary expertise to achieve greater impact.

### **Innovation**

Our research, tools, and services help shape the future of learning and education.

### **Integrity**

We use our expertise and strong ethical principles to deliver work that is timely and trusted.

## **Purpose of job**

This position supports the work of NZCER by coordinating our office and ensuring our processes are efficient. The position has a strong focus on continuous improvement of our high quality services.

The position serves the entire office, covering business as usual and project work, and reports to the Communications Manager.

The position is for 25 hours per week to be worked over 5 days (core hours), with the flexibility to work additional hours when required.

## **Key tasks and responsibilities**

### **1. Office administration**

- Coordinate the smooth and efficient running of NZCER administration, including the greeting of visitors and answering incoming calls.
- Order, set up, and deliver refreshments for meetings and functions.
- Maintain NZCER's mail and courier services.
- Coordinate travel across NZCER, liaise with suppliers, and provide information to travellers on recommended accommodation and flights.
- Provide word processing and formatting services as required, including support for mail merges and bulk mail outs on paper and electronically.
- Maintain general office equipment and supplies, including food and stationery.
- Maintain civil defence and emergency supplies.
- Liaise with IT support to ensure equipment is in good working order.
- Arrange the delivery and removal of recycle and secure bins as required.

### **2. Secretarial support for Board meetings**

- Coordinate Board meetings, including uploading Board documents online and managing travel arrangements in consultation with the Director.
- Follow up on delegated action points and register logs in consultation with the Director.

### **3. Building maintenance and security**

- Liaise with building manager as necessary for repairs and ongoing maintenance.
- Act as contact point for security monitoring with the security company and monitor the issues of building access cards, door keys, and PINs.

### **4. Other duties**

- Other agreed tasks as required, examples include: project level administration, data entry and some executive team administration.

## **5. Health and Safety**

- Take reasonable care for your own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given by NZCER (the PCBU) to allow NZCER to comply with the law.
- Cooperate with any reasonable policy or procedure of NZCER relating to health or safety at the workplace.

## **Experience, knowledge, and skills**

- A minimum of 2-3 years' experience in an office administration role
- Advanced skills in Microsoft office suite, including formatting complex documents
- Strong literacy and numeracy
- Highly digitally literate, with the aptitude to learn and use systems

## **Personal attributes**

At NZCER we expect our staff to behave in ways that are consistent with our values and established ways of working.

In addition, all staff must be able to demonstrate the following:

- an ability in, and a desire to improve, te reo Māori
- commitment to the principles of the Treaty of Waitangi and upholding mana Māori in our work
- respect for others and valuing diversity
- an orientation towards continuous improvement to systems and processes
- personal desire for ongoing learning and development
- recognition of the value of team effort; sensitivity to the needs and opinions of other team members.