



**Position:** Administration Officer

**Location:** National Office, Wellington

**Reports to:** Chief Executive (*this will change to Operations Manager under the new structure in March 2018 but will work closely with the Chief Executive*)

The Parkinsonism Society of NZ Inc (Parkinson's New Zealand) is a not-for-profit organisation that provides education, information and support to people living with Parkinsonism conditions, their carers, families and health professionals.

Our National Office is also responsible for providing leadership and support to 20 Divisions around New Zealand

Parkinson's New Zealand is committed to understanding the provision of services required to meet our Treaty of Waitangi obligations and is an Equal Employment Opportunities employer.

#### Purpose of the position

To ensure that the administrative requirements of the Chief Executive and of the PSNZ national office are met and to co-ordinate set projects.

#### Key Tasks

Key Accountability	Key Tasks	Measures
Relationships	<ul style="list-style-type: none"> <li>• First point of contact for telephone and email queries</li> <li>• Build and strengthen relationships with supporters' potential supporters and other relevant stakeholders</li> <li>• Ensure that general queries from the public, volunteers and Society members are responded to efficiently and appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Callers feel welcomed and their requests are processed efficiently and professionally.</li> <li>• Emails are responded to in a timely and professional manner.</li> <li>• Information provided is accurate and appropriately researched and presented.</li> </ul>

<p><b>CE support</b></p>	<ul style="list-style-type: none"> <li>• To provide PA support to the Chief Executive</li> </ul>	<ul style="list-style-type: none"> <li>• Diary management</li> <li>• Travel and accommodation</li> <li>• Compiling reports</li> <li>• Following up on agreed actions at meetings</li> <li>• Organising appropriate meetings</li> <li>• Internal communication from CE to staff team</li> <li>• Governance and Operational policy work programme is stewarded and implemented</li> </ul>
<p><b>Database</b></p>	<ul style="list-style-type: none"> <li>• Database integrity is maintained and records kept up to date</li> </ul>	<ul style="list-style-type: none"> <li>• Database records are updated accurately in a timely manner</li> <li>• Database training is attended and knowledge is kept up to date</li> <li>• Regional staff queries are responded to appropriately and in a timely manner.</li> </ul>
<p><b>Office management</b></p>	<ul style="list-style-type: none"> <li>• Ensure that day to day administration systems are well maintained</li> </ul>	<ul style="list-style-type: none"> <li>• The office and store room is kept in a tidy and clean manner</li> <li>• Stock levels are maintained</li> <li>• Filing (electronic and paper based) is tidy and up to date</li> <li>• Manage office facilities and office equipment. This includes ensuring office is meeting the needs of the national office team and coordinating with third parties any repairs and maintenance</li> <li>• Manage all supplier relationships</li> <li>• Work with CE to ensure HR files are</li> </ul>

		compliant
<b>Projects</b>	<ul style="list-style-type: none"> <li>• Event coordination of the AGM, Educator and Co-ordinator training and UPBEAT weekends</li> </ul>	<ul style="list-style-type: none"> <li>• Relationships with external suppliers are maintained</li> <li>• Events are well planned in advance</li> </ul>
<b>Other projects</b>	<ul style="list-style-type: none"> <li>• Work with colleagues on shared and Society wide projects and events including the AGM.</li> <li>• Support or manage other projects as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborates well with colleagues.</li> </ul>

## Competencies

The Administration Officer will exhibit the following competencies

**Achievement orientated:** Demonstrates motivation and perseverance to achieve results. Is proactive and displays initiative.

**Communication skills:** Expresses ideas and information effectively, both orally and in writing.

**Relationship development:** Ability to establish and maintain effective and co-operative internal and external relationships with individuals and groups.

**High work standards:** Pays attention to detail and initiates self-checking procedures, ensures high levels of accuracy and consistent quality.

**Credibility and professional integrity:** Ability to act in a manner that conveys high personal and professional standards.

## Working Relationships

*Internal:*

- Chief Executive
- Board members
- Staff within Parkinson's NZ
- Volunteers

*External*

- Members of Parkinson's NZ
- Suppliers
- Donors
- Supporters

## Knowledge and Experience

The Administration Officer will demonstrate:

- Excellent administrative and organisational skills
- Excellent communication skills
- Understanding of office systems
- An ability to deal with their own work load, while working effectively as a team member
- A good level of computer literacy
- Willingness to develop an understanding and knowledge of Parkinson's and its effects in order to develop and distribute accurate, appropriate information
- Understanding of working with volunteers
- Understanding of the principles and obligation issues of the Treaty of Waitangi

**Personal attributes:**

- Honesty and integrity
- Initiative and judgement
- Detailed and accurate
- An ability to multi-task and work to deadline
- An empathetic approach and positive attitude
- Willing and helpful attitude
- Work co-operatively within a team
- Well organized and able to prioritise workload
- Ability to work under pressure and to tight deadlines
- Innovative and creative thinker

## **QUALIFICATIONS**

Proven work experience and/or relevant qualifications

*The Administration Officer is expected at all times to work within the policies and procedures of Parkinson's New Zealand and may, at times, be required to work outside of normal office hours.*

## **Application and Recruitment Process**

Please send your CV with a covering letter including your contact phone number to [recruitment@cubalteam.com](mailto:recruitment@cubalteam.com) by: 5pm 22 January 2017