

POSITION DESCRIPTION



Role Title: Administrator
Business Group: *Barnardos Early Learning*
Reporting to: *Centre Manager*
Salary Range: *Corporate Band D*

Barnardos is New Zealand's leading children's charity, doing more for Kiwi kids. Every year our services and people make a real and positive difference in the lives of thousands of children, young people and their families.

Our vision / moemoeā

An Aotearoa New Zealand where every child shines bright.

Our mission/kaupapa

Be the voice and greatest fan of the next generation

Shape brighter futures via early education and targeted social services

Create insightful ways to empower tamariki/children to shine bright

Our Guiding Principles

Kotahitanga - Unity

Ata Whakarongo - Hear with Intent

Māiatanga - Realise Potential

Kaikōkiritanga - Progress with Purpose

Mahi tōtika - Do the Right Things Well

Purpose and Scope:

The purpose of this position is to provide general administrative support and customer service for internal and external customers to the Barnardos business unit by supporting sustainable high quality early childhood education and care in the Early Learning Centre.



Key Result Areas

General Administration

Outcome: General administration duties are carried out in an accurate and efficient manner. All relevant information is accurately and securely maintained

Key responsibilities include:

- Organisation and coordination of meetings, travel arrangements, preparation of agendas and meeting papers and minute taking
- Data entry, filing, photocopying and binding
- Store Client/Customer information accurately and confidentially
- Coordinate recruitment and inductions for the service or business unit manager

Accounts Administration

Outcome: All accounts payable are processed in a timely and accurate manner in line with Barnardos systems and processes

Key responsibilities include:

- Process Invoices through the organisation including coding, seeking authorisation and progressing to the finance team for payment
- Report overdue accounts and debts according to Barnardos debt management procedures
- Complete banking processes in line with Barnardos and audit requirements

Customer Services And Relationships

Outcome: Serves customers by providing product and service information; resolving product and service queries or problems

Key responsibilities include:

- All clients/customers are greeted in a professional manner, assisted or directed to the appropriate person
- Attracts potential customers by answering product and service questions; suggesting information about other products and services
- Telephone enquiries are dealt with in a courteous and tactful manner
- A good knowledge of Barnardos services enables the customer or client to be connected to the most appropriate service
- Positive work relationships are established with staff and clients of Barnardos services

Ngā Pou e Whā (Māori Strategy)

Outcome: Ensure all relationships are built with consideration of the Barnardos values, core principles and Ngā Pou e Whā (Māori Strategy)



- Key responsibilities include:**
- Acquire a sound understanding of the principles of Ngā Pou e Whā, the Treaty of Waitangi and apply them to everyday practice

Health, Safety and Environment

Outcome: A safe and healthy working environment is maintained at all times

Key responsibilities include: All staff have individual responsibility for Health and Safety practices and will:

- Comply with occupational health and safety legislation and regulations.
- Be familiar with and observe all safe work policies, procedures and instructions.
- Promote and participate in health and safety, maintain a safe workplace, and ensure that all equipment is used correctly at all times.
- Take responsibility for own health and safety and ensure no action or inaction on your part harms others in the workplace.

Other Duties as Required

Outcome: Perform other duties which may reasonably be required which fit the role’s purpose, and for which the position holder is qualified or has received adequate training or instruction

- Key responsibilities include:**
- Participate in working parties, committees or project teams as required
 - Support colleagues during periods of peak work activity and/or times of absence

The key responsibilities of the role may change from time to time to ensure that Barnardos is able to adapt and respond to changes in the business environment. Any significant changes would be discussed between the jobholder and their manager.

Key Relationships

The Administrator will develop and maintain excellent relationships. In this role, the **key relationships** to be developed are as follows:

Within Barnardos NZ	Outside Barnardos NZ
Centre Manager and teaching staff	Clients/Customers/families
SI Regional Senior Administrator	Suppliers & Service providers
Other staff as may be required	
Finance & Payroll Team	



Person Specification

Qualifications (or equivalent level of learning)

Essential	Desirable
NCEA Level 2 (or equivalent)	First Aid Qualification
	Tertiary qualification in a related discipline

Experience

Essential	Desirable
At least two years previous experience in an administrative role.	Previous experience in the not-for-profit sector
	Previous experience of working with databases.

Knowledge

Essential	Desirable
Strong administrative systems processes and procedures	Knowledge of the work of Barnardos NZ

Skills and Competencies

Essential	Desirable
Strong verbal and written communication skills	
Good numerical skills	
Great planning and organising skills , able to manage several tasks simultaneously.	
Excellent attention to detail - able to focus on the task at hand and ensure 100% care and attention to detail	
Excellent Microsoft Office Skills (Word, Excel, PowerPoint etc).	
Word processing speed of 55 words per minute.	

Vulnerable Children Act 2014

This role is defined as “Not a Children’s Worker” under the Vulnerable Children Act 2015

Delegations and Authority

Human Resources

- No formal responsibility for staff.



Financial – Budgetary and Expenditure Limits

- **Budget Expenditure**
 - Authorised to spend from Manager’s operating expenditure budget.
- **Purchase Orders**
 - Maximum authority to approve/issue purchase order to the value of:
 - No authority to approve or issue purchase orders.

Correspondence

- **No authority to sign external correspondence**

Authorisation of Position Description

Positions in Barnardos may change over time as the organisation evolves and priorities change. Responsibilities for this position may change as the job evolves over time and such change may be initiated as necessary by the manager of this position. all changes must be approved by the relevant Executive Leadership Team (ELT) member.

Date Created:	February 2017	Date last updated:	February 2017
Authorised by:	<i>Kate Ogston-Cornish, SI ELC Manager</i>	Date:	
Signature:			

