

**POSITION DESCRIPTION**

<b>Position Title</b>	<b>Programme Administrator</b> <b>Fixed Term – 18 Months</b>
<b>Group</b>	Electoral Commission
<b>Location</b>	National Office
<b>Date</b>	May 2019
<b>Reports to</b>	Principal Advisor Voting Services

**Position Purpose**

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The Programme Administrator will work in the Voting Services Team to primarily support the 2020 General Election Programme Manager. The role is responsible for:

- Supporting the Programme Manager to deliver the overall work programme
- Collating and summarising project reports
- Preparing documentation for meetings
- Taking minutes
- General coordination and administration.

**Electoral Commission – Te Kaitiaki Take Kōwhiri**

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We are an independent Crown entity who works with and through communities to inform, engage and educate New Zealanders about the value of taking part in the electoral system.

Our objective under the Electoral Act 1993 is to administer the electoral system impartially, efficiently and effectively, and in a way that:

- a) Facilitates participation in parliamentary democracy; and
- b) Promotes understanding of the electoral system; and
- c) Maintains confidence in the administration of the electoral system.

Our core activities are:

- Maintaining New Zealand's electoral roll;
- Delivering parliamentary elections and referendums.

We also conduct Maori Electoral Option and support the Representation Commission to redraw electoral boundaries after each population Census.

In all of our activities we aim to make it easy for the public to enrol and vote, promote understanding of New Zealand's democratic processes, and encourage participation.

**Our Vision**

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New Zealanders trust, value and take part in parliamentary elections.

The vision can be achieved if we:

- Act impartially, professionally and in accordance with the law
- Make participation easy

- Deliver timely and accurate results
- Continually look for ways to improve our processes, procedures and service.

#### **Dimensions of the position for which the incumbent is accountable**

Number of direct reports	None
Total number of direct/indirect reports	None
Operating budget	None
Other [delegation levels]	None

#### **Important Relationships**

##### **Internal**

- General Election 2020 Programme Manager and workstream leads
- National Manager Voting Services
- Voting Services Team members
- Chief Electoral Officer
- Other Managers and staff across the Electoral Commission as required – both National Office staff and field staff

##### **External**

- Limited to those circumstances if this is required to support tot 2020 General Election Programme Manager

#### **Accountabilities**

<b>Accountability Area</b>	<b>Deliverables / Outcomes</b>
<b>Programme Support</b>	<p>Contribute to administrative functions by:</p> <ul style="list-style-type: none"> <li>• Providing secretariat function to the Programme, which includes preparing and distributing papers and agendas for the Programme Governance Group and any other programme or workstream meetings, including taking minutes.</li> <li>• Monitoring the progress of work programme and expediting action on required tasks.</li> <li>• Ensuring consistency across programme filing structures in accordance with any policy documents.</li> <li>• Establishing and maintaining systems for the collection, storage and retrieval of programme related documentation.</li> <li>• Assisting with developing and maintaining programme documentation.</li> <li>• As required, providing programme coordination</li> <li>• Organising travel, accommodation, meetings, venues, papers for meetings, equipment acquisitions, diary management, couriers, mail, telephone queries for the programme and workstreams.</li> <li>• Providing other administrative support functions as required.</li> </ul>
<b>Team Effectiveness</b>	<ul style="list-style-type: none"> <li>• Contributes to team effectiveness by offering value adding suggestions at meetings, providing learning feedback/comments and support to others which aim to improve team performance, and assisting other members of the team</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Contributes to higher effectiveness levels for the team by identifying, developing, and maintaining an appropriate network of contacts.</li> <li>• Ensures that business relationships are maintained at an agreed</li> </ul>

	level by developing, implementing and maintaining a quality oriented, timely, and service-focused approach in work programmes and services provided.
<b>Quality Systems and Service</b>	<ul style="list-style-type: none"> <li>• Contributes to the achievement of team goals against measures of time, cost and quality, by giving consideration to, and applying, these standards in day-to-day work.</li> <li>• Practices a continuous improvement approach by reviewing own work methods and maintaining a positive approach to solving problems/issues.</li> <li>• Ensures that service levels for internal and external customers meet agreed standards by focusing on application of quality work standards and methods and the timely delivery of agreed services.</li> </ul>
<b>Workplace Effectiveness and Corporate Contribution</b>	<ul style="list-style-type: none"> <li>• Contributes to the Commission's effectiveness by offering value adding suggestions at meetings, providing learning feedback/comments and support to others which aim to improve team performance and staff motivation, and assisting other members of the team.</li> <li>• Applies and manages application of Good Employer principles as set out in the Crown Entities Act 2004.</li> <li>• Supports the Electoral Commission to become more responsive to whānau, hapu, iwi and other Māori</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Takes reasonable care for your own health and safety and that of others at work</li> <li>• Complies with the Commission's health and safety policies and procedures. Takes action to improve the health and safety record of the workplace. Ensures equipment and work areas are well maintained.</li> <li>• Ensures timely and accurate reporting of any hazards or potential hazards so that they may be remedied.</li> </ul>

### **Person Specifications**

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#### **Experience and knowledge required for effective performance in the position:**

- Experience in working in a project team or programme office.
- Experience in updating, maintaining and developing programme documentation (such as status reports)
- Experience in administrating meetings, including compiling agendas, minute taking, and following up on actions.
- Ability to build and maintain effective relationships across different business teams
- Ability to communicate effectively, including the ability to listen, then act.
- Experience in effectively working with the Microsoft suite of products including Word, Excel, Powerpoint, Project and Visio.
- Experience in working with multiple stakeholders, ensuring timely stakeholder communication and engagement.

#### **Understanding of:**

- Project and programme management methodologies
- Experience developing project or programme status reports that meet particular business requirements

#### **Other experience and knowledge that is desirable:**

- People relationship skills
- Experience in working within the public sector and understanding of the political environment .

### **Key Competencies Required**

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- **Analytical Skills:** Ability to identify issues and analyse information to make considered decisions. Uses rigorous logic and methods to solve difficult problems with effective solutions; probes fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- **Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- **Teamwork:** The ability to quickly find common ground and solve problems for the good of all, representing his/her own interests and yet being fair to others in the group. The ability to solve problems with peers with a minimum of noise and is seen as a team player and cooperative easily gaining the trust and support of peers. Encourages collaboration and can be candid yet tactful with peers.
- **Good Judgement:** Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgement; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- **Environment Awareness:** Awareness of the economic, political, social and cultural context in which the individual and the Electoral Commission operate.
- **Communication:** The ability to express thoughts and ideas with clarity and present a consistent point of view both orally and in a written format.
- **Results Orientation:** The ability and desire to achieve effective results, and work towards or exceed an agreed goal.
- **Continuous Improvement:** The ability and desire to seek and use better ways of doing things (to improve one's personal and the Electoral Commission's performance)
- **Professional Integrity:** The ability to act in a manner that conveys high personal and professional standards consistent with the principles of importance to the Commission and the State Sector. Develops and maintains trust and is seen to be someone who presents the unvarnished truth in an appropriate and helpful manner, keeping confidences, admitting mistakes and does not misrepresent him/herself for personal gain
- **Commitment to EEO:** The ability to apply EEO principles in the workplace