

POSITION DESCRIPTION

Position Title:	Administrator		
Reporting to:	Operations Manager – Wellington		
Date created:	22 nd March 2022	Date last updated:	24 th April 2024
Direct reports:	N/A	Location:	Te Whanganui-a-Tara (Wellington)

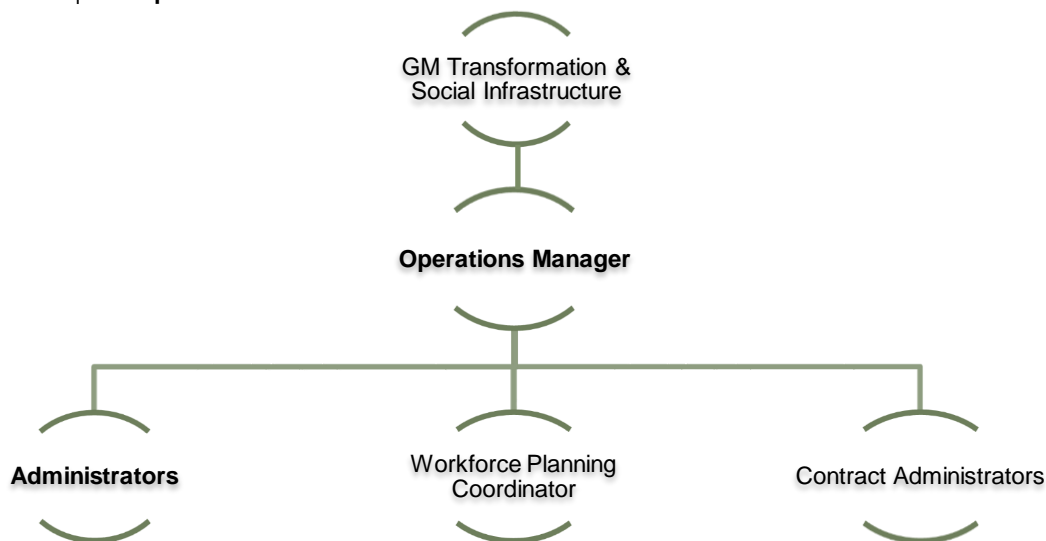
About Us | Mō Mātou

Citycare Property builds, operates, maintains, and renews Social Infrastructure and our purpose is to *enhance the wellbeing of our communities* through our shared values of **We Discover**, **We Deliver**, and **We Care**. Citycare Property operates in multiple locations throughout Aotearoa (New Zealand) and employs approximately 900 kaimahi (employees). 700 of these kaimahi work within Citycare Property with an additional 200 employed by its subsidiary, Spencer Henshaw.

Primary Focus | Te Arotahi Matua

This role primarily focuses on managing financial transactions, overseeing purchase orders, ensuring accurate cost allocations, providing administrative support, and fostering collaborative relationships to ensure the efficient and professional operation of the business.

Your Team | Tō Kapa



Key Accountabilities | Ngā Kawenga Takohanga

Administration	<ul style="list-style-type: none"> • Create, manage, and update purchase orders including tracking and providing information to managers • Answer accounts payable and other queries as required • Utilise CCL in house and other software systems e.g.: CAM, CEM, My Timesheet, Blueprint, Pronto and Benchmark as required. • Provide support to the wider administration team on an 'as required' basis • Batching subcontractor and supplier invoices as required • Closing projects within pronto • Collection of weekly timesheets • Assist with stocktake process as required • To prepare and present fortnightly/monthly claims and complete financial reconciliations as required • Assist with improvements in the management of costs
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	<ul style="list-style-type: none"> • Provide debtor management support • Assist in collating and producing monthly client reporting dashboard • Running reporting and insights into data as required. • Quality Control of job details and billing to client
Communication & Relationships	<ul style="list-style-type: none"> • Works collaboratively with others, ensuring the sharing of knowledge and experience. • Takes all practical steps to ensure communication to kaimahi and outside agencies is professional, timely and supports the best interests of the business. • Quickly establish and build strong working relationships with others. • Develops and support team members, be quick to identify and problem solve any issues.
Good Kiwi Company	<ul style="list-style-type: none"> • Embrace the High5 priority of being a Good Kiwi Company and ensures that the business unit is honouring Te Tiriti o Waitangi and invested in thriving local communities and sustainable practices. • Adheres to all requirements for training and development in tikanga Māori, te reo Māori, Mātauranga Māori, and Te Tiriti o Waitangi to ensure that the cultural confidence of the business unit is aligned to Citycare Property's expectations. • Champions the implementation of any sustainability and environment initiatives with the business unit. • Influences the centralised support for community partnership activities and endeavours to make them fit for purpose, where appropriate.
General	<ul style="list-style-type: none"> • Ensures compliance with approved Citycare Property's policies, plans and programmes. • Undertakes all personal development and competency training to stay current and able to deliver the changing requirements of the role. • Undertakes all other duties as reasonable required from time to time.
Additional Duties	<ul style="list-style-type: none"> • Any other duties of a similar type required by the Employer. • From time to time, it may be necessary to consider changes to the key accountabilities of this position so that we are able to adapt to changes in our business environment.

Health, Safety and Wellbeing | Te Whare Tapa Whā

All kaimahi are personally responsible for	<ul style="list-style-type: none"> • Be personally responsible for their own and others' Health, Safety and Wellbeing at work. • Promote and participate in Health, Safety and Wellbeing, maintain a safe workplace, and ensure that all equipment is always used in a safe and correct way. • Be familiar with the Health, Safety and Wellbeing procedures. • Always establish and insist upon safe methods and safe practices. • Report all hazards, incidents, and injuries (including near miss incidents) according to procedure and within specified timeframes. • Refuse to do work if you deem it to be unsafe and notify relevant people accordingly.
All Managers are personally accountable for	<ul style="list-style-type: none"> • For the Health, Safety and Wellbeing performance for work areas over which they have control. • For their continued management competence in Health, Safety and Wellbeing. • By ensuring that all kaimahi and contractors understand and accept their responsibility to promote a safe and healthy workplace. • Ensure all Health, Safety and Wellbeing requirements are always adhered to. • Appropriately manage overall Health, Safety, Environment and Wellness. • Ensure that work is performed in a safe manner and in a safe environment. • Ensure all new kaimahi and temporary kaimahi are adequately supervised and trained to reduce the risk of injury, accident, or incident.

Qualifications | Ngā Tohu Mātauranga

Ideal	<ul style="list-style-type: none"> • Business Administration course or diploma
Essential	<ul style="list-style-type: none"> • NCEA Level 2 or School Certificate equivalent

Experience | Ngā Pukenga

Ideal	<ul style="list-style-type: none"> • Good understanding of Contract Administration requirements • Proven ability to drive and maintain operational improvements and efficiencies.
Essential	<ul style="list-style-type: none"> • Proven administration experience, preferably working in a contracting related industry • Excellent written and oral communication and reporting skills • Attention to detail • Advanced user of Word, PowerPoint, Excel, and Outlook.

Key Relationships | Ngā Hononga Matua

Internal	<ul style="list-style-type: none"> • All Citycare Property kaimahi including: <ul style="list-style-type: none"> ○ Workforce Planning ○ Wider Administration Team ○ Delivery Manager ○ CFO ○ Finance Team ○ Operational Delivery Team ○ Health & Safety Team ○ People Team ○ Fleet Team ○ Technology Team
External	<ul style="list-style-type: none"> • Key Customers • Specialist external consultancies and provider. • Professional bodies. • Industry stakeholders. • Other miscellaneous stakeholders and supplier

Disclaimer | Te Whakakape

I have read and understood the above position description and accept all the above responsibilities incorporated herein.

Signed by the Employee:

Date:

Signed on behalf of Employer:

Date:

This position description serves to provide an overview of the primary responsibilities inherent in this role. It also provides a summary of how this position collaborates with other roles within the organisation. It is

acknowledged that to remain current, regular amendments will be required. This is to be coordinated in association with the relevant Leader and the Head of People.

This document will be supported by the development of a performance agreement which will be drafted by the incumbent in association with their Leader to provide clear goals and objectives, against which individual performance will be managed.