

POSITION DESCRIPTION

Position Title:	Contract Administrator		
Reporting to:	Branch Manager		
Date created:	9 May 2024	Date last updated:	9 May 2024
Direct reports:	0	Location:	Far North District - Kerikeri

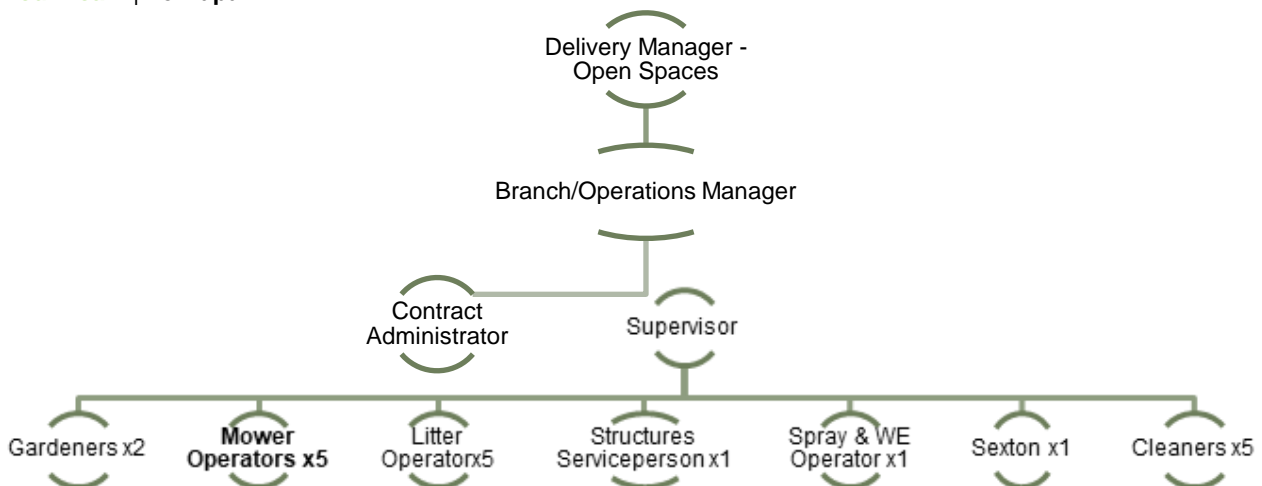
About Us | Mō Mātou

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

Offer administrative support to the client delivery function, collaborating within the branch to enhance operational efficiency, proficiently allocate resources, and consistently deliver contract services with excellence while maintaining customer relationships.

Your Team | Tō Kapa



Key Accountabilities | Ngā Kawenga Takohanga

Contract Administration	<ul style="list-style-type: none"> Oversee customer contract claiming and invoicing administration. Prepare and present claims at the required fortnightly/monthly basis, conducting necessary financial reconciliations. Utilize various software systems such as CAS, CAM, CEM, My Timesheet, Pronto, and Benchmark as required. Provide assistance with contract-related inquiries. Maintain and manage contract files for all priced work within the division. Engage in business analysis activities, including process mapping, gathering requirements, and contributing to solution design. Compile data for monthly reports and contractor meetings. Collaborate closely with managers to enhance efficiency and productivity. Foster a culture of innovation within the company to continually meet client needs. Assist in following up with contractors to collect necessary information.
--------------------------------	--

<p>Additional Administration (as and when required)</p>	<ul style="list-style-type: none"> • Deliver Agenda and Minute Recording services upon request. • Offer word processing assistance to the Team. • Responsively handle and address inquiries from both customers and internal clients. • Conduct proofreading tasks for documents and manuals when requested, ensuring precision in composition, spelling, and grammar. • Maintain contract-specific documents, such as the register of security clearances. • Provide support for invoicing when needed. • Assist in the collection of weekly timesheets. • Contribute to Purchase Order tasks as required.
<p>Communication & Relationships</p>	<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.
<p>Good Kiwi Company</p>	<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.
<p>General</p>	<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.
<p>Additional Duties</p>	<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

<p>All kaimahi have responsibility to</p>	<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.
<p>All Managers are personally accountable for</p>	<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.

	<ul style="list-style-type: none"> • 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 • Tertiary qualified in either Business Administration and or commercial contracting or similar • Full Class 1 Drivers Licence
Essential	<ul style="list-style-type: none"> • N/A

Experience | Ngā Pukenga

Ideal	
Essential	<ul style="list-style-type: none"> • Minimum 5 years relevant experience • Advanced user of Word, PowerPoint, Excel, and Outlook. • Excellent written and verbal communication skills.

Key Relationships | Ngā Hononga Matua

Internal	<ul style="list-style-type: none"> • All Citycare Property kaimahi including: <ul style="list-style-type: none"> ○ General Manager – Local Government ○ Branch Manager ○ Supervisor ○ 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.