POSITION DESCRIPTION

TITLE OF POSITION Project Administrator	SERVICE AREA AUT International	
REPORTS TO Director International Strategy Planning and Operations	LAST REVIEWED June 2021	SALARY BAND B

PURPOSE

To provide a full range of secretarial and administrative support to the three Directors in International, providing prompt, courteous and effective communication with internal and external stakeholders, to ensure the smooth and effective administration of AUT International.

To coordinate the delivery of the AUT International projects and initiatives. It ensures appropriate systems are in place and provides timely and easily accessible information for stakeholders.

This role provides clear visibility and status of projects and coordinates and/or manages the activities of small to medium sized projects. Provides support by providing administrative and operational support for successful delivery.

KEY RELATIONSHIPS

External
Agents and institutional partners
International visitors and partners
Government agencies
Service and product suppliers
Contractors
Other Universities and Polytechnics

Internal
AUT International Staff
Director's contacts
Other areas of the University
Other internal groups

KEY ACCOUNTABILITIES

RESPONSIBILITY	EXPECTED OUTCOMES
Project Coordination **Coordination of small to medium projects across International**	▪ Support the development of project business cases ▪ Develop and document the key requirements of the project to meet the defined objectives. ▪ Effectively coordinate all aspects of the project; scope, time, cost, quality, communication, risk and integration. ▪ Provide recommendations and/or initiate as appropriate, the resolution of any issues arising throughout the implementation. ▪ Coordinate and deliver on logistical and operational tasks to ensure succinct delivery of projects

RESPONSIBILITY	EXPECTED OUTCOMES
General Office Support Provide administration support to the International Office with welcoming visitors, enquiry handling, and public space presence management Perform administrative duties (effective diary management, filing, meeting scheduling, preparation of standard reports and correspondence)	▪ Meet and greet visitors at all levels of seniority ▪ Provide liaison assistance to visitors ▪ Response to enquiries and requests for information accurately and promptly ▪ Monitor and supervise all incoming/outgoing calls, enquiries and requests, mails and emails and deal with them when appropriate ▪ Manage key control system which includes maintaining the key log system and key cabinet ▪ Ensure that the public spaces are clean, tidy and welcoming ▪ Maintain accurate and up-to-date databases and record management ▪ Sort, prioritise and draft internal and external correspondence with departmental business writing guidelines ▪ Schedule meetings, including regular team meetings, and provide administrative support to meetings (organise attendees, venues and relevant catering requirements) ▪ Complete all designated tasks relatead to special projects efficiently and effectively ▪ Provide back up support for International Reception when required
Secretarial Support Provide secretarial support to the Directors including travel, diary and email management, office administration system management and meeting coordination	▪ Manage Directors' electronic diaries, advise on conflicting events and carry out multiple re-scheduling as necessary ▪ Process Directors' correspondence ensuring that incoming correspondence is dealth with by the Directors/or on behalf of the Directors, or other staff as appropriate ▪ Develop Directors' office systems, including data management and filing ▪ Maintain records of Directors' contacts ▪ Assist Directors in researching and following up with action on matters which fall within the Directors' responsibility – chasing responses, triggering follow-up action ▪ Draft and cieculate meeting agendas, preparing minutes, communicating meeting

RESPONSIBILITY	EXPECTED OUTCOMES
	reminders, confirmimg venues, and arranging refreshment ▪ Response to correspondence involving routine matters are drafted, without consultation or supervision, in readiness for sign off ▪ Write and distribute comprehensive minutes and actionpoints to all members post meeting ▪ Other documentation such as PowerPoint presentations for seminars are prepared to a high level of professionalism and within agreed time-frames ▪ Organise meetings and ensure that Directors are well prepard for those meetings, preparing agendas, pre-meeting briefings and meeting papers ▪ Monitoring/managing P Card/ESS One transactions ▪ Assist and coordinate material for internal and external reporting requirements including preparation of Management meetings ▪ Any other secretarial duties as required
AUT International Specific AUT International works across a range of international regions and cultures and requires all employees to actively develop their cultural understanding and sensitivity to further AUT's progress in the development of its international profile, its international relationships, and to meet the requirements of international students.	
Behaviour delivering on AUT Values – Tika, Pono Aroha Integrity, Respect, and Compassion to support Achievement Active contribution to the general philosophy and spirit reflected in AUT policies, procedures, and guidelines.	▪ Team performance and the achievement of departmental, team and organisational goals and objectives are actively supported ▪ A mindful focus on equity and diversity is maintained and reflected across all areas of work practice ▪ Knowledge and skills are developed and maintained for competent performance of the current position ▪ Compliance with AUT policy and procedures along with an active contribution to continuous improvement
Health & Safety Active contribution to a safe and healthy work environment and compliance with all associated policy and legislation.	▪ AUT health and safety policies and procedures are understood and followed ▪ Identified hazards are efficiently isolated, addressed and reported

RESPONSIBILITY	EXPECTED OUTCOMES
	▪ Participation in health and safety audits of work is proactive ▪ An understanding of emergency and evacuation procedures demonstrated

This document covers the full results expected from the position and will form the basis of specific objectives to be agreed and reviewed regularly.

ORGANISATIONAL CONTEXT
As per Delegated Authorities

Roles reporting directly to the Vice Chancellor; Deputy Vice-Chancellor, Deans, Assistant Vice Chancellors, Pro-Vice-Chancellors	Tier 1
Senior Managers, including Deputy and Associate Deans, Heads of Schools, Group Directors, Directors	Tier 2
Managers including Directors, School Managers, Directors of Institutes/Research Centres	Tier 3
This Role	Tier 5

Description

The Administrative Assistant is responsible for providing secretarial and administrative support to three Directors in International – Director International Strategy, Planning & Operations, Director International Relations and Recruitment, and Group Director AUT International.

The incumbent will perform daily clerical work and support assigned staff with department projects, data management, and other general office duties. In addition, this position provides logistical assistance for various meetings and events.

COMPLEXITY

The ideal candidate is experienced in handling a wide range of administrative and director support related tasks and is able to work independently with minimal supervision. This incumbent must be exceedingly well-organised, flexible and able to uphold the mission and values of AUT in every aspect of the work .

The ability to maintain a high level of professionalism and confidentiality while interacting with internal and external stakeholder while remaining adaptable, proactive, resourceful, and efficient is crucial to this role. The Administrative Assistant must display professional and effective communication and liaison skills with both internal staff and external stakeholders at all levels.

The role requires the ability to pay attention to detail, maintain a flexible and resourceful approach to effectively multi-task and manage workload, anticipates needs with regard to meeting papers and preparation of agendas and papers for regular management meetings.

AUTHORITIES

Delegations/Contractual

Nil

Staff

Nil

Financial

Discretionary spending with approved limits, within assigned area of responsibility.

PERSON SPECIFICATION

MANDATORY	DESIRABLE
FORMAL QUALIFICATIONS	
▪ Tertiary qualification or five years experience in similar role.	▪ A qualification in business would be an advantage ▪ A tertiary qualification
KNOWLEDGE & EXPERIENCE	
▪ Experience as an administrator supporting a senior manager for a minimum of three years ▪ Experience with financial administration processes ▪ Knowledge and practice in the principles of equity and diversity	▪ Experience working in the education sector with international students. ▪ Knowledge of AUT and what AUT can offer to deliver Great Graduates and support our graduates ▪ Basic understanding of HR practices
SKILLS	
▪ Well-developed interpersonal skills and the ability to advise and influence others and work across a multi-cultural context ▪ Excellent written and oral communication skills, in particular writing in English, working with the public and the ability to convey complex issues concisely and clearly ▪ Excellent organisational skills, including the ability to organise events if required ▪ High level of IT literacy, including desktop applications – MS software, databases and an understanding of digital communication ▪ Self-management skills (organisation and time management) ▪ Ability to work well within a team ▪ Strong analytical skills to provide proactive solutions to agents, students and the public ▪ Crisis management skills ▪ Strong intercultural skills ▪ Ability to maintain confidentiality ▪ Ability to establish rapport with international visitors and students ▪ Ability to provide advisory services	• Proficiency in one or more foreign languages
ATTRIBUTES	
▪ Cross-cultural competence ▪ Willingness to work across time zones ▪ Capacity to work as a team member across broad networks ▪ Ability to work flexibly under conditions of resource constraint and to manage the uncertainty associated with a dynamic environment ▪ Thinks strategically and creatively but be operationally effective with attention to detail	