

Job Description

INTERNAL AFFAIRS

Te Tari Taiwhenua

Job Title	Digital New Zealand Project Administrator
Branch	Knowledge, Research, Information, Technology
Business Group	National Library
Reporting to	Manager Digital New Zealand
Location	National Library Building, Wellington
Grade	E
Date Graded	

Purpose

The Digital New Zealand Administrator is responsible for providing project administration support within Digital New Zealand, ensuring projects and programmes are managed with a high degree of accuracy in terms of time, cost and quality. In addition this position is required to provide administrative support to the Managers and staff of the Digital New Zealand Business Unit.

Key Tasks

Project administration within Digital New Zealand

- Preparation and maintenance of project budgets and forecasts (including preparing financial reports and recording and tracking project expenditure)
- Oversee the completion, maintenance and update of project plans, ensuring tracking of key activities, milestones and achievements and noting variances and their impacts (including primary project documents such as templates etc)
- Managing project documentation, project registers and associated support documentation.
- Maintain and update progress reports
- Collect information, summarise and provide analysis
- Make regular assessments on the progress of projects and assist project managers with useful and effective feedback
- Responsible for providing support to Project Managers to ensure project administration functions are performed both internally within Digital New Zealand and within the Library as a whole
- Step into Project Manager role for appropriate projects within the Digital New Zealand unit

Business and financial planning support

- Support across Digital New Zealand during business planning round, for both business planning and financial reporting, with particular support provided to Managers
- Provide support across Digital New Zealand at fiscal year end
- Support reporting functions such as monthly fiscal reporting, quarterly health & safety and risk reporting
- Work with Finance when queries arise and/or to troubleshoot issues
- Manage divisional input into organisational planning, e.g. SOI targets
- Track and record revenue and expenditure through the DigitalINZ unit
- Process invoices through the EIW system

Support to governance groups

- Provide Administrative support to governance groups for the Digital New Zealand team, for example: DigitalNZ Advisory Board
- Set up meetings, communications with the members, preparation of documents, travel bookings, catering bookings, minute taking, and follow-up of actions

Event Management

- Plan and organise logistics for events, forums and conferences
- Source venues for events such as forums and workshops

General Administration

- Assist with projects as required, including working with collaborative partners and National Library staff
- Logistics and administration – includes various administration tasks for the team including dispatch and collection of materials and sourcing venues and materials
- Workflows / business processes – Creation, maintenance and updates to the Digital New Zealand end to end workflows and processes
- Track and record web statistics
- Coordinate domestic and international travel bookings
- Order and monitor stationery, consumables, promotional material, computer consumables and taxi cards for the Digital New Zealand Team
- Provide diary management and general support for Digital New Zealand Managers
- Provide induction/administration support for new and/or temporary employees including arranging computer and building access

Health & Safety (for self):

- Takes personal responsibility for keeping self free from harm
- Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies
- Knows what to do in the event of an emergency
- Co-operates in implementing rehabilitation plans

Key Relationships

Internal: Collaborative Services Manager and staff
 Content Services Director and staff
 National Library Managers and staff
 DIA Shared Services
 DIA GTS and GIS groups
 KIRT Administration group

External: Clients of Collaborative Services
 Vendors and suppliers
 Collaborative partners
 Clients of National Library
 Suppliers of support services (travel, printing, general office supplies, etc.)

Reporting Relationships

Staff Management

Number of direct reports	n/a
Number of staff reporting to the direct reports	n/a

Delegations

Human Resources Delegations	No
Financial Delegations	No

Person Specification

	Essential	Desirable
Experience		
Previous administration experience of at least 3-5 years, plus a minimum of 1 year of relevant and appropriate experience in project and programme coordination	*	
Experience of project methodologies, for example Prince2, MSP and Agile Scrum	*	
Experience of working within the Library and information sector		*
Knowledge		
Demonstrated high level experience and expertise in budget and business planning	*	
Knowledge of and experience in using customer relationship management systems	*	
Familiarity with some of: business analysis, requirements analysis, metadata, digital preservation, library processes, website design and usability, testing, digital imaging, vendor management		*
Skills		
Strong customer service skills, with a demonstrated ability to meet the expectations of internal and external clients	*	
Strong written and oral communication skills	*	
Good interpersonal skills	*	
Well developed computer skills with the ability to quickly pick up new technology and assist with basic computer queries	*	
Ability to multi task, a strong attention to detail with a high degree of accuracy	*	
Proven ability to meet deadlines and accomplish goals.	*	
Ability to work independently	*	
Education and Professional Memberships		
Tertiary qualification	*	
Project administration qualifications, for example Prince2, MSP, Agile Scrum		*
Other		
Security Clearance	*	

DIA Competencies

Competencies are behaviours that drive job success. They are observable and measurable characteristics that can be seen when a job is being done well.

The competencies required for this job are listed below. Each competency falls within a competency cluster, which are broad themes of skills, behaviours and abilities.

Competency Cluster	Competency
Integrity	Integrity and Trust
	Ethics and Values
Intelligence	Learning on the Fly
	Intellectual Horsepower
Emotional Maturity	Self Knowledge
	Composure
Managing Complexity	Dealing with Ambiguity
	Problem Solving
Talent to Execute	Customer Focus
	Priority Setting
	Drive for Results
	Functional Technical Skills
	Planning
Positive Energy	Managing Through Systems
	Perseverance
Managing Diverse Relationships	Interpersonal Savvy
	Informing
	Peer Relationship
Achieves Effectiveness for Māori	Effectiveness for Māori (Level 2)

With the exception of Achieves Effectiveness for Māori, the competencies DIA uses are derived from the Competency Sort Cards developed and copyrighted by Lominger Limited, Inc. No part of the Lominger competencies may be used, reproduced or transmitted in any form or by any means, by or to any party outside of The Department of Internal Affairs.

Competency Clusters

- Integrity**
 This is the ability to accept personal accountability for actions and decisions; to be reliable, trustworthy, and honest in all aspects of our work; and to uphold the values and principles of the Department.
- Intelligence**
 This is the ability to learn, understand and think things out quickly. It is demonstrated in our ability to reason, solve problems, think creatively, understand ideas that can be complex, and learn quickly from experience. It is the ability to make sense of a changing environment and figuring out what to do.
- Emotional Maturity**
 This is the ability to control one's emotions, to recognise their impact and to adapt to changing circumstances, particularly during stressful times. It includes the ability to sense,

understand, and react to others' emotions. It is about knowing one's strengths and weaknesses and continuously looking to improve oneself. It also requires individuals to demonstrate resilience and sound judgment in dealing with challenges.

- **Talent to Execute**

This is about getting the job done. It is the ability to achieve results for the Department and provide an outstanding service, with and through others. It also describes continuously searching for innovation and ways to add value in order to position the Department for future success.

- **Positive Energy**

This is the demonstration of an upbeat attitude through good times and bad, and the desire to strive for the best outcomes for the Department. Individuals who demonstrate this trait are able to positively affect the behaviour of others, motivating them with a sense of purpose and spirit of cooperation. It encompasses the capacity to care deeply for the work that we do and for the principles and values of the Department.

- **Edge**

This is the ability to make tough calls and to demonstrate courage and confidence in challenging situations. It encompasses expertise in risk management and decision-making. Those with edge provide stability and clarity when crisis and confusion arise.

- **Managing Diverse Relationships**

This is the ability to work with a diverse range of people and to build mutually beneficial relationships and networks, sometimes in complex environments. It is the ability to value the contribution of others, respecting each other's views, beliefs and customs, united in a common purpose.

- **Managing Complexity**

This is the ability to operate effectively in an ever-changing environment, scanning the horizon for looming issues and providing solutions. This requires individuals to take an organisational perspective when resolving problems, ensuring the Department

- **Achieves Effectiveness for Māori**

Achieves Effectiveness for Māori describes working effectively with and for Māori colleagues, clients and stakeholders, to ensure their specific needs are identified and met, and to create a positive work environment for Māori. It relates to our Effectiveness for Māori (EfM) strategies, policies and guidelines and supports our vision to be recognised as an EfM leader in public service.