

2013 Census – Office Administrator

Job description

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| Job title | 2013 Census – Office Administrator |
| Location | Based in allocated field office |
| Business Unit / Team | Census Collection Operations |
| Remuneration | \$21 per hour |
| Reports to | 2013 Census Regional Manager |
| Employment type and period | Casual hours between 2 July 2012 and 26 April 2013 (about 600 hours) |

Welcome to Statistics New Zealand

Who we are

Statistics New Zealand – Tauranga Aotearoa is the country's main provider of official statistics. We also lead the Official Statistics System (OSS), which coordinates all statistics produced by government departments. Our aim is to inform society.

Official statistics are used by government, local authorities, businesses, community groups, and individuals. They are useful for:

- keeping track of and understanding the state and progress of New Zealand
- steering the economy to improve the prosperity, security, and opportunities of New Zealanders
- informing debate and making decisions.

Statistics NZ is a department of the New Zealand Public Service. Our duties and responsibilities are set out in the Statistics Act 1975.

Our core values are:

- leading
- connecting
- communicating
- statistical excellence
- integrity
- confidentiality and data security.

Our commitment to the Treaty of Waitangi

Statistics NZ works to ensure that the statistical needs of Māori are identified and progressively met. This complies with the principles for government action on the Treaty of Waitangi.

New Zealand Census of Population and Dwellings

The census is the official count of people in New Zealand and the places in which they live. The information people give us in the census is used by many groups to decide how to provide the things New Zealand needs, like hospitals, schools, and roads.

The next census will be held on Tuesday, 5 March 2013. It will involve the delivery and collection of census forms for an estimated 4.6 million people and 1.8 million dwellings. Around 7,000 census collectors will be needed to personally deliver forms to every household before census day, and to promote completing census forms online.

Summary of your role

As a 2013 Census - Office Administrator you will be accountable for assisting the regional manager in their day-to-day operations and administrative functions.

Your role as a 2013 Census - Office Administrator will vary according to the requirements of your Regional Manager, but may include:

- assist in establishing and maintaining field offices
- providing effective administrative support to allow the regional manager to focus on key tasks
- support during recruitment, including scheduling interviews, booking venues, and reference checking
- assisting with training, including working with regional trainers, booking venues, and preparing materials
- generating and collating progress reports as needed
- booking travel and accommodation, maintaining diaries and schedules
- assisting with the processing of invoices, reconciling expenses, and time sheets.

You will be accountable for the work you do, and contribute positively to the values and outcomes outlined in our strategic plans, including Statistics 2020 Te Kāpehu Whetū, and our Statement of Intent.

You will report to the 2013 Census - Regional Manager on a day-to-day basis.

Detailed description of your role

| You will be expected to: | To achieve this you will need to: | As a result, we will see you: |
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| provide administrative support | <ul style="list-style-type: none"> • provide general office administration support including taking messages, sending and receiving couriers, collecting and distributing mail, photocopying, printing, filing, co-ordinating recruitment documents • communicate with operations centre, and census field staff • develop a good understanding of processes, field materials, and systems relevant to the position • maintain the confidentiality and security of all census documents and information • provide reception and telephone duties • supervise the disposal of confidential material into security bins • store and secure materials not being used • assist with other administrative tasks and field staff as directed by your regional manager | <ul style="list-style-type: none"> • carry out supporting tasks effectively and efficiently, enabling the regional manager to focus on key tasks • complete all requested tasks accurately and in a timely manner • put appropriate support arrangements in place for your region |

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| assist in establishing and maintaining field offices | <ul style="list-style-type: none"> ● help secure and establish field offices, including <ul style="list-style-type: none"> ○ liaising with real-estate agents ○ facilitate lease agreement ○ assist with telecommunications and power provision ○ opening up offices for services ● be in sole charge of the field office from time to time ● maintain work area and kitchen area of field office ● manage field materials and office supplies | <ul style="list-style-type: none"> ● ensure the field office functions effectively ● set up the office in an orderly manner, having all material and office equipment easily accessible ● build relationships with external service providers |
| assist with recruitment and training of field staff as required | <ul style="list-style-type: none"> ● assist in the recruitment of census field staff including <ul style="list-style-type: none"> ○ scheduling interviews and appointments and arranging venues ○ meeting and greeting candidates ○ photocopying and filing recruitment documents ○ reference checking ○ administer and collate written tests ● prepare and support for various training sessions, e.g. organise venue, supplies, and refreshments | <ul style="list-style-type: none"> ● complete all recruitment-related tasks accurately and efficiently ● ensure appropriate training venue arranged in advance of training day, all participants are notified, supplies and refreshments are ready for breaks, training venue set up in an inclusive setting |
| book travel and manage expenses and timesheets | <ul style="list-style-type: none"> ● book travel including rental cars, flights, and hotels as required ● manage the regional manager's diary and schedules ● complete and maintain invoice and expense records ● assist with timesheet collection and entries into the Field Communication System (FCS) ● monitor and track spending against budgets, as required | <ul style="list-style-type: none"> ● confidently use the travel and accommodation booking database as and when required ● efficiently manage your Regional Manager's diary in an agreed manner ● enter timesheet information accurately and in a timely manner |
| aid with reporting | <ul style="list-style-type: none"> ● assist with gathering and collating of reports from field staff ● generate reports from StaffCV as and when required ● assist with generic reporting as required | <ul style="list-style-type: none"> ● show an awareness of deadlines ● deliver all reports in a timely manner |
| build connections and work collaboratively | <ul style="list-style-type: none"> ● work collaboratively within the team to achieve successful outcomes ● develop a good working relationship with your Regional Manager to identify how you can meet their needs | <ul style="list-style-type: none"> ● ensure your engagement with others is open, friendly, and responsive ● build mutually beneficial internal and external relationships |
| communicate effectively | <ul style="list-style-type: none"> ● communicate ideas and information to different audiences in plain English ● communicate clearly and concisely in all written and oral communications ● share information and knowledge with other census staff in a proactive, timely way that fits the purpose | <ul style="list-style-type: none"> ● be understood by all internal and external people in both written and oral communication ● write clearly and concisely ● communicate with team members and managers regularly |

Required qualities for your role

| Quality ¹ | As a 2013 Census - Office Administrator, you will need to: |
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| Action orientated | <ul style="list-style-type: none"> • be proactive and energetic, welcome challenges, and seize opportunities |
| Composure | <ul style="list-style-type: none"> • be level-headed and a positive role model when under pressure |
| Integrity and trust | <ul style="list-style-type: none"> • be straightforward, honest, and trustworthy |
| Organising | <ul style="list-style-type: none"> • be organised and able to obtain and use resources effectively and efficiently |
| Interpersonal savvy | <ul style="list-style-type: none"> • relate well to all kinds of people and build effective relationships |
| Problem solving | <ul style="list-style-type: none"> • recognise problems, analyse them, then solve them within delegated levels • be proactive and see and solve problems before they impact |
| Learning on the fly | <ul style="list-style-type: none"> • be open to the unfamiliar and quick to learn |
| Time management | <ul style="list-style-type: none"> • manage tasks and time effectively and efficiently |
| Required experience | <ul style="list-style-type: none"> • have experience in administrative or executive support • proficiently use the Microsoft suite • be confident using databases and running ad hoc reports |

Our workplace: your workplace

Statistics NZ is committed to developing an equal employment opportunities (EEO) work place. All staff are required to comply with our EEO policy. Discrimination on the grounds of race, colour, sex, nationality, ethnic origin, sexual orientation, religion, disability, family, age, and marital status is not tolerated.

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