

<b>Inquiry (Project) Administrator</b>		 <p>NEW ZEALAND PRODUCTIVITY COMMISSION Te Kōmihana Whai Hua o Aotearoa</p>
Reports to	Director, Operations	
Date	March 2022	

## Role

The purpose of this role is to provide dedicated support to the Inquiry and Economics & Research staff to deliver on day-to-day project delivery tasks. This role is a blend of administration, communications and project support.

The role requires someone with administration and/or project support experience, initiative, confidence and a wide-range of administration skills.

## Overview of role responsibilities

- Project administration
- Team administration

## Background

The New Zealand Productivity Commission – Te Kōmihana Whai Hua o Aotearoa – is an independent Crown entity that provides advice to Government on improving productivity to support the overall wellbeing of New Zealanders.

We conduct in-depth inquiries on a diverse range of topics selected by Government; carry out productivity-related research; and undertake a range of activities to promote better understanding of productivity-related matters.

The Commission has built a reputation for independent and high-quality analysis and is respected for its robust evidence-based advice and influential contributions to public policy debates. The quality of our people is critical to our success.

The Commission has a Board, comprising of a Chair and two part-time Commissioners. They are responsible for the governance of the Commission and oversee the delivery and outputs of our work programme. Day-to-day management of the Commission is carried out by the Director, Operations.

## Role responsibilities

### Project administration

#### *Key requirements*

- Assist and support staff with administration related to Inquiries or Research project delivery.
- Produce and finalise project-related documentation including schedules, proposals, workshop outcomes, reports.
- Assist the Communications Manager in project-related activity, including website content, mailing list database and stakeholder engagement.

- Assist with the tracking of project expenditure.
- Coordinate events, meetings, functions and conferences.
- Ensure accurate and effective information management through use of project management tools.
- Upload and maintain electronic files.

#### *Key outcomes*

- The day-to-day tasks of the project are efficiently run, and the teams feel supported. In addition:
  - Project documentation is up to date and able to be distributed
  - Project timelines are current and accurately reflect the status of the project
  - Project teams have accurate and up-to-date information
  - Project information is organised and easily accessed by Commission staff
  - Events are well supported and effective
  - Internal stakeholder database is maintained and updated
  - Project-related website content is maintained and updated.

#### **Team administration**

##### *Key requirements*

- Assist the teams with diary/task management and meeting coordination.
- Attend and record key action points/minutes at meetings.
- Liaise with teams daily to support delivery against project deadlines.
- Work alongside the administration team to support smooth running of the office.

##### *Key outcomes*

- The Inquiry and Economics & Research Directors are well supported in an efficient and effective way.
- The Director, Operations and administration team feel supported, and the office runs smoothly.

#### **General**

- Undertake any other administration tasks to assist the Inquiry Directors, Director Economics & Research and Director, Operations.

### **Capability**

#### **Key attributes**

- Proactive, efficient and can-do attitude
- Excellent communicator
- An eye for detail with a focus on producing quality work within required deadlines
- A professional, service-driven approach with the willingness to go the extra mile

## Key abilities

- Conceptual thinking and problem-solving skills
- Written and oral communication skills
- Planning and organizing skills
- Customer service
- Relationship management
- Technically savvy
- Judgement about when and what issues to escalate

## Experience

- Previous administration and/or project support experience
- Confidence with preparing, formatting, and editing documents
- Experience with providing administration support to managers or senior leaders
- Technically savvy with ability to pick up new systems, including M365 Office Package, Sharepoint/MSTeams, Adobe, cloud-based workflow and project management tools
- *Preferred* – some experience or study in project management

## How to apply

We offer a stimulating, supportive workplace with flexible working. We value diversity and encourage applications from all ethnicities, sexual orientations, gender identities, and ages. To be considered for this position, you must have a legal right to live and work in New Zealand.

To apply, please send a **tailored application letter and CV** to [careers@productivity.govt.nz](mailto:careers@productivity.govt.nz). Applications close **Monday 11 April 2022 at 9am**.