



## Role Description

<b>Title</b>	Administration Officer	<b>Incumbent</b>	
<b>Manager's Title</b>	Executive Assistant	<b>Date of Last Review</b>	August 2025
<b>Team</b>	Administration	<b>Geographical Location</b>	Christchurch
<b>Direct Reports</b>	Nil	<b>Work Environment</b>	Office based

## Organisational Context

Antarctica New Zealand is a Crown Entity established on 1 July 1996 under the New Zealand Antarctic Institute Act to develop, manage and execute New Zealand's activities in respect of Antarctica and the Southern Ocean.

Our key activities include facilitating scientific research in Antarctica, protection of the environment and raising public awareness of the global significance of the continent and surrounding Southern Ocean.

Antarctica New Zealand operates in a hazardous environment where leadership and the management of safety and risk are critical to successfully achieving the New Zealand Antarctic programme.

Antarctica New Zealand's Administration team prides itself on an office run smoothly and efficiently. The Administration Team have relationships with stakeholders, travellers to Antarctica and other associated visitors.

## Organisational Purpose

Inspiring people to connect with Antarctica through knowledge and collaboration.

## Role Purpose

To provide full administrative services to support Antarctica New Zealand in achieving its goals.

## Work of Role

### Customer Service

- Provide high quality administration and reception services to all visitors, employees and stakeholders as required.
- Monitor staff location in line with VisTab and SharePoint Staff Locator daily.
- Assist Operations colleagues as required, including coordination and setting up of pre-deployment training and EMPEROR data entry.
- Arrange domestic and international travel for all staff and reconcile travel invoices against travel register prior to payment.
- Manage the Duty Manager and Fire Warden rosters to ensure daily cover.
- Provide secretarial support (including minute taking) for the Health, Safety and Environment Committee and Wellbeing Committees.
- Coordinate administration provisions for new or exiting staff
- Manage meeting rooms including calendar bookings, daily checks, Teams room, technical assistance.



- Manage the electrical test and tag register on an annual basis.
- Maintain common areas to a professional standard (eg staff kitchen areas, reception, meeting rooms)
- Support other National Antarctic Programmes as required.
- Update the library and art registers as required.

#### **Office Support**

- Maintain security and safety procedures for all site visitors.
- Complete on/off boarding tasking for new and exiting staff
- Control inventory and manage suppliers relevant to office and café consumables in alignment with our sustainability and environmental goals
- Organise catering support for internal and external meetings and events.
- Managed the mail distribution and light cargo requirements for the office.
- Actively contribute to developing and maintaining a safe and strong corporate office environment.
- Emergency duties as detailed in the Emergency Response Plans, or as required to fill rostered positions (Fire Warden etc).

#### **Other Tasks**

- Provide back up support for Executive Assistant when required including meeting support and minute taking (eg Antarctica Science Platform, Internal Committees), diary management and other tasks as detailed by the Executive Assistant.
- Support wider organisation with administrative tasks such as social media, website update, newsletter/EDM distribution, data entry, pre-employment requirement co-ordination as required
- Assist with the coordination of the bi-annual Science Conference
- Fulfil accountabilities as documented in the Health, Safety and Environmental Management Systems.
- Fulfil accountabilities as described in the Information and Records Management Policy for creating and centrally storing accurate and complete records of your own business activities.
- Other ad hoc administration tasks.
- Any other tasks assigned by the Executive Assistant or the People and Capability Manager.

### **Key Challenges**

- Proactively working as a team to successfully complete tasks to a high level.
- Managing peak periods and prioritise competing interests with general administration support.
- Leading and committing to the continuous improvement of processes, procedures and systems.
- Working with and managing relationships with a diverse range of stakeholders.
- Maintaining a safe and professional office environment for staff and visitors.

### **Key Functional Relationships**

<b>Internal</b>	<ul style="list-style-type: none"><li>• Executive Assistant</li><li>• People and Capability Manager</li><li>• Operations Support</li><li>• Senior Leadership team</li></ul>
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	<ul style="list-style-type: none"> <li>• All Antarctica New Zealand Staff</li> <li>• Scott Base Redevelopment contractors</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Public / Visitors</li> <li>• All of Government support agencies</li> <li>• Antarctic Event Managers</li> <li>• Catering companies</li> <li>• Contractors and service providers</li> <li>• Antarctic Heritage Trust</li> <li>• Antarctic Science Platform</li> <li>• Other National Antarctic Programmes</li> </ul>

### Minimum Capability Necessary to Work to Role

Capability Area	Description
<b>Qualifications, Certificates and Memberships</b>	<ul style="list-style-type: none"> <li>• Secondary Schooling to at least NCEA2 or equivalent</li> <li>• Tertiary Qualification – Administration or similar at diploma or certificate level (desirable)</li> </ul>
<b>Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>• At least three years corporate and/or professional administrative experience (word processing, report generation, data entry, use of a variety of digital platforms, stakeholder management, customer service)</li> <li>• Competent with high level minute taking</li> <li>• Effective written and verbal communication skills</li> <li>• Accurate with a good attention to detail</li> <li>• Ability to manage and prioritise competing tasks</li> <li>• Sound organisation and planning skills</li> <li>• Excellent data entry and analysis skills</li> <li>• Proven ability to learn new systems</li> <li>• Understanding of, and commitment to, Tikanga and Te Tiriti o Waitangi principles</li> </ul>
<b>Judgement, Temperament and Influence</b>	<ul style="list-style-type: none"> <li>• Ability to relate to staff, suppliers and clients at an appropriate level</li> <li>• Confidentiality, tact and discretion are maintained at all times</li> <li>• Friendly, can-do attitude, can show initiative</li> </ul>

### Antarctica New Zealand Values

To honour our obligation to Antarctica:

- **We are proactive and passionate about what we do**  
E ngākau whiwhita ana, e ngākaunui ana hoki tātou ki ā tātou mahi katoa
- **We take responsibility for each other and the environment**  
Nōtātoute haepapakite tiakii a tātouanōme te taiaohoki
- **We work together to achieve success**



Ka mahitahitātoukiaangituai

- **We always act with integrity**  
He ngākau pono ō tātou ahakoa te aha
- **We pursue excellence in everything we do**  
Ka whāia e tātou te iti kahurangi i ā tātou mahi katoa

#### Role Authorisations

I confirm that this Role Description accurately describes the work of the Administration Officer:

\_\_\_\_\_  
Executive Assistant

\_\_\_\_\_  
Date

I accept this Role Description accurately describes the work of the role for which I am accountable:

\_\_\_\_\_  
Administration Officer

\_\_\_\_\_  
Date