

Position Description

Senior Administrator:

Eunomia Research & Consulting (NZ)

Hours of Work

Part time based on 20 hours per week. Hours and days of work will generally be between Monday – Friday, 8:00 am – 6:00pm, but will vary according to workloads, meeting schedules etc. There is some flexibility to vary the total time worked.

Location

Eunomia New Zealand staff currently primarily work from home, but also utilise shared space office arrangements. The Senior Administrator would be expected to work in a combination of shared space and home office locations. Employees may make arrangements to work from other locations on a case-by-case basis.

Remuneration

The starting remuneration package will be negotiated and agreed as part of the employment contract negotiations. It is proposed there will be an initial review period after six months of employment. After this initial six-month period there will be annual (or a period as otherwise agreed with the Directors of Eunomia New Zealand) performance reviews, which may include a review of the remuneration package.

The remuneration package may include the following elements:

- Base salary/wage
- Pension scheme (Kiwisaver)
- Mobile phone, laptop, and home office equipment as required.

The remuneration package will aim to ensure that the Senior Administrator is appropriately incentivised to develop the business and is rewarded for doing so.

Note: It is against the policy of the company to offer a company car as part of a remuneration package.

Contract Term

This is a permanent position, subject to the eligibility of the candidate to be able to work in NZ, the decision of the Directors to continue to operate Eunomia New Zealand, and contingent on any redundancy provisions in the employment agreement.

Description of Business

Eunomia Research & Consulting was first established in the UK in 2002, and the NZ office was set up in October of 2007. In this time, Eunomia NZ has focused on specialist consultancy in the field of waste management. We have worked with an extensive range of clients from central government, local government, private sector and the community sector. Our ability to work across all parts of the industry and to be respected by different, often philosophically competing, types of clients is a key aspect of our brand.

We believe a key reason for this is the quality of our work. We bring a depth of independent analysis and advice that, we think, is unique in the sector. We also tend to take a 'normative' approach in that, based on our experience and research, we believe that there are more 'correct' ways of doing things and we will advocate these where appropriate. In other words, we will not just tell the client what they want to hear but will give sound professional advice that we believe will lead to the optimum environmental, social, and economic outcomes.

The company holds strong environmental and ethical values which staff are expected to share and uphold. We believe it is important to 'walk the talk' and to constantly be looking to put into practice more environmentally and ethically sound ways of doing business.

Eunomia NZ also maintains strong links with our overseas offices, and we regularly collaborate on projects. The ability to utilise specialist expertise enables us to provide a wider range and depth of consultancy than would be possible with just our NZ based team.

Brief Description of Role

Eunomia New Zealand is at an important phase in its development. We are well established in waste sector consulting market and recognised as the thought leaders in NZ. However, with a large central government work programme in place and continuing to build, we expect activity in the resource and related sectors to grow substantially. If Eunomia is to retain its position as a thought leader and to continue to positively influence waste and sustainability policy and practice, we need to meet this growing activity with greater capacity – while not compromising on our ability to deliver on quality.

Senior Administrator Responsibilities

The Senior Administrator, Eunomia New Zealand, will be responsible for assisting in the expansion of a viable and dynamic business in New Zealand. The role supports staff and management through a range of administrative and business system tasks. The Senior Administrator will have direct interaction with clients, suppliers, local staff and management, as well as administrative and consulting staff in overseas

offices. Once they have become familiar with Eunomia's systems, they are expected to be capable of performing this role with a minimum of supervision and/or training.

Regular and open communication should be maintained with the Manager to ensure that the Manager and Directors are provided with the necessary information to make decisions and/or delegate the authority to make decisions.

The Senior Administrator is expected to set and maintain high standards in terms of the quality of work undertaken, professional and timely delivery of work and maintenance of client relations.

Person specification

We are looking for someone who will become a core part of our small team. We are interested in professionals with the following skills and experience:

- Bookkeeping
- Payroll
- Business systems
- Developing, implementing and managing policies and procedures (e.g. health and safety, environmental policies etc.)

Although not essential, the ideal person will have an interest in sustainability and will be capable of working alongside and supporting technical staff on projects, and potentially helping develop and implement company environmental practices.

As this is a key position within a small business, the successful applicant will be a 'self starter' able to take on responsibility for all core administrative functions within the business. Candidates are expected to be self-disciplined, well organised and are expected to present themselves in a professional manner. The ideal candidate will possess the following:

- Bookkeeping skills and experience including, invoicing, bill payments, reconciliations, tax calculations and payments, and preparation of management reports (ideally using Xero)
- Payroll experience including submission of IRD returns
- Familiarity with operating according to company processes and procedures
- Good computer skills including Word, Excel, Powerpoint, Sharepoint, etc.
- Excellent organisational skills
- Professional manner
- Efficient
- Able to consistently complete work within agreed timeframes
- Excellent oral communication skills, including proactively communicating with clients and team members
- Initiative

- Skills and experience with management of online content will be an advantage
- Honest, ethical character
- Interest in environmental issues
- Able to get along well with others.

Key Tasks

Key tasks are grouped under four separate headings as follows:

General Administration

- Booking and administration of accommodation and travel arrangements
- Managing and renewing insurances
- Managing and renewing professional memberships
- Office equipment and supplies purchase and maintenance
- Managing office rentals
- Other administration tasks as required

Accounts

- Tracking contracts and invoicing
- Issuing invoices
- Paying bills
- Reimbursing expenses
- Reconciling accounts
- Payroll
- Recording and filing of expenses and mileage claims as appropriate
- General bookkeeping using Xero
- Preparation and filing of tax returns
- Assist accountants with preparation of end of year accounts

Project Management and Reporting

- Analysis and reporting on company workflows and resourcing
- Oversight of internal reporting and use of systems
- Project planning and management
- Regular communication with the Manager as agreed
- Other management tasks as required

Internal Relationships

- Attendance at team meetings (usually by video or conference call)
- Project related communication with team members as appropriate
- Communications with staff from Eunomia's overseas offices as appropriate

Human Resources

- Managing recruitment processes including advertising and screening of candidates
- Managing employment agreements
- Managing leave
- Organising performance reviews
- Managing HR issues as they arise in liaison with management

Systems and procedures

- Working with management to continuously develop and improve internal systems and procedures (including integration with UK IT systems and business processes)
- Updating of company policies and procedures

Communications

- Managing website updates and NZ content (content will be generated by the technical staff)
- Managing social media channels
- Managing external communications (e.g. articles, networking opportunities, presentations etc.)

Key Relationships

Contact with:

- Eunomia staff (including Eunomia staff in other countries)
- Project personnel
- Clients
- Prospective clients
- Potential collaborators
- Suppliers

Reports to:

- The Director, Eunomia Research & Consulting, New Zealand