



## Position Description

**Position Title:** Alliance Administrator

**Tenure/Hours:** Permanent Full Time  
8 hours per day, Monday to Friday

**Position Summary:** Working within the Tararua Alliance, the Alliance Administrator provides administration support to the Alliance Team to ensure customer service requests are being processed and managed appropriately, and deliverables are met, while making best use of available financial, human and physical resources to provide a customer focused, responsive service team. Manages processes associated with provision of all Alliance administration including customer request management, data entry, purchasing, preparation of claims, invoicing and reporting, SharePoint administration, job management systems and document management to ensure the Alliance meets required levels of service, in the most cost effective manner, through the management of systems and processes.



### COUNCIL MISSION

In partnership with tangata whenua and our communities, we will innovate and collaborate to enable a range of opportunities for the Tararua District.

*Mā te mahi tahi mātou o kaunihera ki ngā tangata whenua, ka auaha aheinga mō tātou katoa o te rohe o Tamaki-nui-a-Rua*



### DISTRICT VISION

Vibrant, connected communities where our land and waters are nurtured and our people flourish.

*Mā te whenua, mā te waiora tatou e ora ai hei hapori ngangahau hei hapori honohono hoki.*

## What you will do

- Purchase orders and goods receipting, including report review and AP invoice processing through SpeedScan.
- Be a backup for collating and checking of Electronic Daily Job Records, and EDJR Power Bi Reports.
- Plant Transfers
- Open, monitor, and close contract Work Orders, as required.
- Enter Data into RAMM Database
- Data Entry of Metal Dockets.
- Assist with End of Month Processes
- Be a backup for working with TDC team to administer customer requests through the CRM system. Report progress and completion back to the Alliance.
- Load Documents into TRIM
- TDC Suspense Account Billing
- TDC Water Billing – Invoicing, Adjustments, and final readings
- Maintain an efficient filing system.
- Entry and updating of tracking information in relevant company registers; Accidents/Incidents, Site Asset and Activity testing and compliance in Q-Pulse, Minor Events, SBO behaviour
- Process Overweight Permits, Road Closures, Vehicle Crossings, Connection Applications, No Spray applications,
- Depot Meetings, minutes, prepping etc.; including First Day Back, weekly toolbox, & All-Staff meetings
- Provide other administrative support duties as required.

## What you will bring

### Required

- This role requires the following knowledge, experience, qualifications, skills, and personal attributes.
- Experience using MS Office, with intermediate/advanced knowledge of Excel.
- Experience in Job Costing, Timesheets, Accounts Payable & Accounts Receivable within a commercial environment
- Experience providing administration support, including data entry.
- Appreciation of fundamental aspects of business, including operation and basic financial
- Excellent verbal communication, ability to relate to people at all levels
- Prioritising, self and stress management skills
- Ownership and commitment
- Motivated, positive and outcome orientated
- Seeks challenges and question status quo with a view for improvements
- Desire to learn
- Competent typing skills.
- Ability to work in a collaborative environment

### Desired

In addition to the required fields, there is also a number of competencies where an expert level of knowledge/experience is desired.

- Using Tararua District Council Systems
- Preferable to have experience using JDE, SharePoint & RAMM

## Our Values

### PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



### WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



### WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

We will continue to evolve, leading our communities into a better future



## What we all do

- Adhere to Council policies and procedures.
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Uphold the principles of Te Tiriti o Waitangi, commit to our partnerships with mana whenua and increase our knowledge of te ao Māori, te reo Māori and tikanga Māori.
- Act as an ambassador for our Council, living the council values.
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position.
- Undertake Performance Development tasks/responsibilities as identified in your Performance Development Plan.
- Participate in and undertake emergency management duties as required, including training.
- Ensure all Council documents are filed in Council's Records Management System.
- Participate and contribute to continuous improvement initiatives.

## Your reporting lines



## Additional Information

### Delegations

Number of people reporting to the role	Nil
Financial delegation	TBC
Contract delegation	
Statutory delegation	
Decisions expected	

### Role Acceptance

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

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Approved: (Manager/Supervisor)

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Date:

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Agreed: (Staff Member)

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Date: