

Position Description

Position Title	Team Administrator (Events/Property/Reception)
Post	Paris
Category	Locally Engaged Staff (LES)
Reports to	Administration Manager
Last Review Date	July 2015
Delegations	Nil
Hay band/points	13/245
About the Post	<p>The Post represents the New Zealand Government to the highest standards of professional excellence in diplomacy, trade negotiations, international development and consular services. This is done by building connections with the host Country that enable the New Zealand Government to achieve more than they could alone.</p> <p>The Post takes a distinctively New Zealand approach, reflecting New Zealand's diversity and heritage. Our values are professionalism, leadership, respect, collaboration and innovation.</p>
About the Position	<ul style="list-style-type: none"> • Assist in the planning of and organise official functions at the Embassy, Official Residence or other venues. • Manage day-to day property issues in relation to the Chancery, Official Residence and leased staff accommodation, including liaising with repair services, landlords and rental agencies. • Advise and assist seconded colleagues in their day-to-day dealings with French administrations, such as vehicle purchasing and registration. • Provide support for administrative protocol matters • Manage the post's unclassified IT requirements under the direction of the Administrative Manager • Provide general administration to help ensure the efficient running of the office.
Relationships	<p>The position is required to build and maintain the following relationships:</p> <p><u>Internal (within Post)</u></p> <ul style="list-style-type: none"> • HOM • Admin Manager • Other colleagues <p><u>External (outside Post)</u></p>

	<ul style="list-style-type: none"> • Property owners, rental agencies, service providers. • Chancery and Official Residence (OR) property agents. • Catering companies and suppliers. • French Ministry of Foreign Affairs and International Development (MAEDI)–Protocol and other French Government agencies, such as Customs. • Counterparts at other diplomatic missions in Paris and at other NZ posts. • Relevant MFAT divisions (AMD).
<p>Key accountabilities</p>	<p>The position has the following key accountabilities:</p> <p><u>Property</u></p> <ul style="list-style-type: none"> • Build and maintain constructive working relationships with owned and leased properties’ building owners/managers and their agents (rental agencies etc). • React promptly to any issues in owned or leased properties involving damage and insurance claims, liaising with insurance companies as required. • Assist seconded colleagues with insurance claims. • Ensure the Chancery’s equipment and fittings are in good working order, and replaced/repaired quickly when damaged or broken. • Raise any potential property maintenance problems with post management and submit options on remedial action. • Obtain quotes (preferably 3) for any non-routine maintenance work in excess of €500 and make recommendations to post management. • Liaise with contractors and supervise/arrange supervision of all work undertaken. • In conjunction with the TA (Finance), manage the post’s property inventories. • Assist with finding suitable accommodation for seconded colleagues and with lease signature and termination procedures. • In conjunction with Wellington, manage and safeguard the post’s official artworks collection. <p><u>Events</u></p> <ul style="list-style-type: none"> • In conjunction with the HOM and HOM’s partner/spouse, organise appropriate catering and waitstaff for events hosted at the OR. • Organise and set up with help from colleagues events hosted at the chancery, including caterers/waitstaff if required. • When required, oversee proceedings to ensure the smooth operation. • Maintain and complete the appropriate accounting processes for representational expenditure. <p><u>Protocol</u></p> <ul style="list-style-type: none"> • Liaise with French MAEDI-Protocol, Customs, and other embassies. • Process protocol matters on behalf of the Embassy and Consulate-General in Noumea, including seconded staff arrival

formalities, local staff employment formalities, private employment of diplomatic spouses and domestic staff.

- Provide information to seconded staff on protocol matters.
- Process HOM accreditation formalities for France, Portugal, Monaco and Senegal.
- Prepare and dispatch Third Person Notes (TPNs) to French MAEDI-Protocol and other embassies, for requests such as:
 - Special Identity Cards (Titres de séjour spécial),
 - Diplomatic visas,
 - Tax and Customs exemptions,
 - Registration of embassy and private vehicles in special diplomatic series,
 - Importation of diplomats' personal effects,
 - Purchase of duty-free alcohol and tobacco,
 - Importation of equipment for the Embassy and Official Residence,
 - Notification of NZ VIP visits to France and diplomatic facilitation requests.
- Organise training and applications to obtain/renew airport passes for nominated staff.
- In conjunction with Admin Manager, liaise with French authorities regarding Embassy protocol and property policy issues.

Post Information Technology

- Under the direction of the Administration Manager, manage the post's IT requirements.
- Troubleshoot problems and repair/have repaired as required.

General Administration

- Assist with the purchase of office supplies.
- Oversee the embassy's official vehicle pool, advising on suitable replacement vehicles and dealing with registration and insurance matters.
- Back up receptionist

Organisational Responsibilities

- Adhere to all Ministry/Embassy policies and procedures, with particular emphasis on the Local Staff Code of Conduct.
- Be aware of, and adhere to, Health and Safety policies and procedures.
- Contribute to Embassy-wide projects and emergency response situations.

Knowledge Management

- Contribute to the continuous development of the Post's knowledge base by using the Post's internal systems, sharing information and data with relevant internal stakeholders.

Security

- Be familiar with the Post Security Instructions and adhere to these at all times.

	<p><u>Other</u></p> <ul style="list-style-type: none"> • Act as relief receptionist from time to time (along with other locally employed staff). • Other duties as required.
<p>Qualifications, skills and experience</p>	<p>The job holder should have the following qualifications, skills and experience:</p> <ul style="list-style-type: none"> • Several years' proven experience in an administrative role, with experience in reception work and the hospitality industry being a plus. • Hold a valid driver's licence. • Strong written and oral communication skills in both English and French. • Demonstrated ability to contribute to and work within a team. • Demonstrated ability to build and maintain effective relationships. • Excellent Microsoft Office suite skills. • Proven experience in trouble-shooting workplace IT problems and issues (PCs, audiovisual equipment, PABX and CCTV) and in being able to resolve the problems independently or by engaging external professional expertise. • Well-developed planning and organisational skills, including ability to prioritise tasks effectively and work under pressure. • Strong customer focus, with the ability to communicate effectively with a range of people. • Possess a strong achievement/delivery focus – sets high standards including accuracy and attention to detail. • Ability to work autonomously and within guidelines, demonstrating the use of sound judgement. • Demonstrated commitment to continuous improvement, including adaptability and openness to change. • Ability to anticipate issues and problems and think of creative solutions. • Display personal integrity and an honest and ethical approach.
<p>Additional comments</p>	<p>In addition, the job holder is expected to:</p> <ul style="list-style-type: none"> • Perform such other duties as can reasonably be regarded as incidental to the position description, and such other duties reasonably within their experience and capabilities as may be from time to time.