

# Administration and Logistics Manager

## Purpose | Te arotahi mātua

The Administration and Logistics Manager is responsible for the efficient and effective delivery of facility, logistics, administrative, and support services for the Council to a level of high professional standard as they relate to the Long-Term Plan, Annual Plans and other statutory policies, plans and strategies.

These support services include, but are not limited to, real estate and property management, fleet management, communications, emergency preparedness and business continuity, environmental stewardship and sustainability, finance, human factors (health, safety and well-being), procurement, operations and maintenance, project management, customer and reception services, cafeteria and catering services,.

The Administration and Logistics Manager will:

- Lead and enable the Administration and Logistics team by providing vision and purpose, setting expectations and work programmes that are aligned with the Council's strategic direction to deliver high quality and customer focused strategic/tactical support services.
- Provide both technical and strategic advice and support to the Director – Corporate Services, and work alongside the Corporate Services leadership team to contribute to and implement the Council's strategic and operational plans.

The Council has a leadership and staff development programme (Our TRC). This role will have an excellent understanding of the programme and will be committed to its implementation at both an individual and organisational level.

## Role dimensions | Te ahu mahi

<b>Responsible to:</b>	Director – Corporate Services
<b>Responsible for:</b>	Administration and Logistics team
<b>Primary location:</b>	Stratford, although travel throughout the region may be required as part of your daily duties.
<b>Job context:</b>	Permanent, Full-time

## Organisational context | Te horopaki whakahaere



## Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only. Performance measures for this job will need further discussion between the job holder and People Leader/Manager as part of the performance development process.

- |                            |  |
|----------------------------|--|
| <b>People leadership</b>   | <ul style="list-style-type: none"><li>• As a member of the leadership team, role model visible, inclusive leadership embodying Taranaki Regional Council values in your own approach.</li><li>• Lead and oversee the Administration and Logistics team to become a high performing team by providing clarity of vision and purpose, expectations and work programmes.</li><li>• Ensure a positive team environment that fosters, develops, and promotes engagement and a culture of high performance.</li><li>• Clearly define role expectations, monitor performance, provide timely and constructive feedback and facilitate staff development.</li><li>• Maximise effectiveness by selecting, developing, managing and motivating a high performing team.</li><li>• Align team with organisational values and goals through effective people management and modelling.</li><li>• Responsible for the team's performance, setting clear expectations, and providing mentoring and development opportunities.</li><li>• Lead, manage and support staff within the Administration and Logistics team including staff performance and development, training and implementation of the Council's health and safety policy.</li><li>• Communicate Council and Group goals and aspirations, bringing clarity to the way forward particularly during times of significant change and uncertainty.</li></ul> |
| <b>Strategy</b>            | <ul style="list-style-type: none"><li>• Lead the development and implementation of the Administration and Logistics team Strategy and Roadmap ensuring the Council is well-positioned for the future.</li><li>• Contribute to strategy and policy development across other Council activities as required. Define and specify strategies that align with and improve business operations and procedures, support needs of staff and deliver strategic goals.</li><li>• Provide high quality advice, reports and recommendations to the Executive Leadership Team and Elected Members.</li><li>• Translate strategic direction into day to day activities.</li><li>• Evaluate the outcomes delivered by existing strategic and policy initiatives.</li></ul>  |
| <b>Māori relationships</b> | <ul style="list-style-type: none"><li>• Maintain effective partnering relationships with tangata whenua and Māori in relation to the work of the Administration and Logistics team and support the delivery of Council strategic priorities.</li><li>• Maintain an understanding of the relationships, and work that Council has underway, with tangata whenua and Māori groups across the region.</li></ul>   |

<b>Stakeholder engagement</b>	<ul style="list-style-type: none"> <li>• Consult and collaborate with a diverse range of external and internal stakeholders to deliver the strategic goals of the Administration and Logistics team and wider Council.</li> <li>• Support Administration and Logistics team staff, to develop and maintain effective partnering relationships with all key stakeholders.</li> </ul>
<b>Financial management and reporting</b>	<ul style="list-style-type: none"> <li>• Accountable and responsible for managing a budget as set out in the Taranaki Regional Council Delegations Manual.</li> <li>• Prepare and manage Administration and Logistics team budgets and subsequent financial management, including implementation, and reporting of performance.</li> <li>• To ensure efficiency and effectiveness in the delivery performance of the Administration and Logistics department, including optimising the use of resources.</li> <li>• Ensure effective opex and capex budget management.</li> </ul>
<b>Health and safety</b>	<ul style="list-style-type: none"> <li>• Take all practicable steps to ensure a safe and healthy workplace by promoting, implementing and supporting appropriate health and safety practices.</li> <li>• Ensure the Administration and Logistics team are adequately trained in respect of their health and safety in the workplace and their work responsibilities.</li> <li>• Monitor the risks and develop appropriate mitigation strategies for high priority health and safety risks identified in the Administration and Logistics department.</li> </ul>
<b>All Services</b>	<ul style="list-style-type: none"> <li>• Ensure services are provided with a view to environmental stewardship and sustainability.</li> <li>• Co-ordinate with Finance on the cost-effective delivery of solutions.</li> <li>• Co-ordinate with People and Wellness on the delivery of services to assist in health, safety and well-being outcomes.</li> <li>• Ensure services are provided in alignment with Council project management policies and procedures.</li> <li>• Ensure Reception delivers a high level of customer service.</li> <li>• Ensure the development and implementation of appropriate procurement strategies and policies</li> <li>• Identify and implement opportunities to make enhancements to administrative processes and services.</li> <li>• Plan, co-ordinate, implement and deliver fleet management solutions.</li> <li>• Plan, co-ordinate, implement and deliver facilities and maintenance solutions.</li> <li>• Plan, co-ordinate, implement and deliver asset management solutions.</li> <li>• Plan, co-ordinate, implement and deliver improvement projects across the Administration and Logistics team.</li> </ul>
<b>Emergency preparedness and business continuity</b>	<ul style="list-style-type: none"> <li>• Plan, co-ordinate, implement and deliver emergency preparedness and business continuity solutions.</li> </ul>

**Special requirements**

- Must be able to undertake the physical requirements of the position.
- May be required to work with hazardous and toxic materials.
- May be expected to work under conditions in which personal risk is maybe incurred and safety procedures must be adhered to in accordance with the Council's Policies and Procedures.





## Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.
- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.
- **Look after yourself and others** – Work within the Council's health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.
- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council policies and our values.
- **Develop yourself and others** – Proactively seek out opportunities for your own professional development and work alongside others to develop them, including actively taking part in Our TRC.
- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.
- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.
- **Be digitally savvy** – Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.
- **Emergency planning and response** – Where required, participate in emergency management training exercises and support Council during an emergency management response, having due regard to the safety of your family.
- **Live our values** - Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.

## Delegations of authority | Te tuku mana

Delegations for all roles are set out in the **Taranaki Regional Council Delegations Manual** as appropriate.

## Personal specifications | Ngā whakaritenga whaiaro

- Qualifications**
- A tertiary qualification in administration, logistics management, business management or a field that is relevant to the specialisation of this role is required.
- Experience**
- At least 10 years' experience in administration, logistics management, business management or a field that is relevant to the specialisation of this role in a "local government" environment.
  - Have professional, technical and practical proficiency and competency relevant to this role's specialisation.
  - Experience leading a team, coaching and managing work programmes, performance and setting expectations.
  - Proven experience in staff management and the ability to build a positive team culture, convey a compelling vision and clear team purpose.
  - Demonstrated proficiency in policy/strategy development, and implementation.
  - Experience with building and maintaining effective relationships and gaining the cooperation of a wide range of internal and external stakeholders at a management level in government and/or industry.
  - Experience managing projects of varying scope and size.
  - Experience implementing continuous improvement and change management methodologies.
- Skills**
- Strong leadership and motivational skills including effective performance management and review.
  - Ability to build a positive team culture, convey a compelling vision and clear team purpose.
  - Proactive and effective leadership, motivational and supervisory skills.
  - Well-developed interpersonal skills, including proven ability to manage, motivate and develop a team of professional officers.
  - Management and leadership skills of a high level.
  - Ability to think strategically and take a council-wide perspective, understanding the impacts of activities and programmes on the wider Council and community.
  - Ability to develop and maintain a rapport and relationships between local iwi/hapū and Council.
  - Excellent verbal, written, interpersonal and relationship skills with an ability to influence by adopting a range of styles and techniques appropriate to the audience and objective.
  - Strong organisation and time management skills with an ability to multi-task, delivering complete solutions within agreed timeframes.
  - Proven administrative and financial management capabilities, including an understanding of financial systems and procedures and reporting.

## Knowledge

- Working knowledge of continuous improvement processes.
- Working knowledge of the Health and Safety at Work Act 2015.
- Working knowledge of tikanga Māori and Te Reo.

## Personal attributes

- **Collaborative** – can connect with others, listens, reads people and situations, communicates tactfully.
- **Goal orientated** – shows commitment and ambition.
- **Strategic thinker** – ability to think analytically and critically, with the big picture in mind.
- **Integrity** – leads with purpose and inclusiveness.
- **Resilience** – displays resilience, maintains composure.
- **Self-aware and agile** – able to receive feedback on own performance, can self-assess, adapts approach, and commit to own growth and development.



## Functional relationships | Te whanaungatanga mahi

Build, maintain and role model meaningful effective and sustainable relationships with;

- Internal**
  - All Taranaki Regional Council staff
  - Councillors
  - Administration and Logistics team
- External**
  - Other Regional/District Councils
  - Stakeholders
  - Service providers
  - Government Departments and other statutory entities
  - General public

## Changes to job description | Ngā huringa ki ngā whakaahuatanga mahi

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.





## Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:



Improving lifestyles  
Supporting livelihoods  
Taking Taranaki forward

## Our mission | Tō tātou mīhana

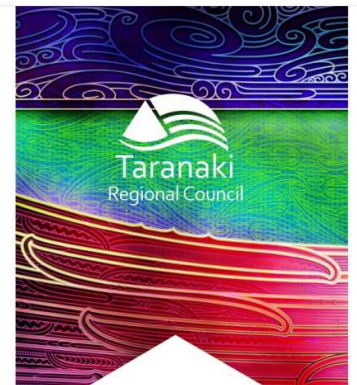
To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.
- Safeguarding Taranaki's people and resources from natural and other hazards.
- Promoting and providing for significant services, amenities and infrastructure.
- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

## Our values | Tō tātou whanonga pono

- **Integrity** | We do what it is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.



## Our health and safety | Tō tātou Hauora me te haumarū

The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

### There are two key points to health and safety:

- 1 The safety of our people and the communities in which we operate always comes first.
- 2 We are all empowered and expected to challenge any unsafe situation at work.

### We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning

