

**UNIVERSITY OF OTAGO
ŌTĀKOU WHAKAIHU WAKA**

JOB DESCRIPTION

ROLE TITLE:	Business Support Co-Ordinator.
DEPARTMENT:	Te Whai Ao—Dodd-Walls Centre.
SCHOOL / DIVISION:	Sciences Divisional Office.
REPORTS TO:	Programme Manager, Te Whai Ao—Dodd-Walls Centre.
DIRECT REPORTS (FTE):	0
INDIRECT REPORTS (FTE):	0

1. PRIMARY PURPOSE OF THE ROLE:

To co-ordinate marketing, event management, stakeholder engagement and related activities in support of the activities of the senior leadership team (Programme Manager, Director and Deputy Directors) of Te Whai Ao—Dodd-Walls Centre. Support the Programme Manager, Director and Deputy Directors by developing and summarising operational information in a professional and timely manner. Co-ordinating the dynamic profile of Te Whai Ao—Dodd-Walls Centre activities at the University of Otago and at other Te Whai Ao—Dodd-Walls Centre partner institutions in order to enhance the research and capability performance of the Centre, including the organisation and management of key events and associated travel.

2. ACCOUNTABILITIES:

Main Objectives:

- Provide the Programme Manager, Director and Deputy Directors with professional and proactive support, including regular reports to summarise and disseminate research and operations data and liaise with other stakeholders across the University and externally at partner sites, to ensure professional delivery of projects and programmes.
- Establish and maintain effective working relationships with key stakeholders, including Centre members, external agencies and Government departments.
- Contribute to strategy, programme planning, and marketing opportunities.
- Develop and maintain a knowledge base commensurate with the strategic importance and responsibility of the position.

Key Tasks:

- Support the Programme Manager, Director and Deputy Directors in identifying opportunities to develop key relationships with other Universities, industry, government, and key decision makers within Aotearoa New Zealand and internationally and profiling Te Whai Ao — Dodd-Walls Centre as a national Centre of Research Excellence.
- Co-ordinate Te Whai Ao — Dodd-Walls Centre events and programmes, assisting the planning and implementation of future Symposia, training strategies and other Te Whai Ao — Dodd-Walls Centre activities, including administration of key events and support of all associated travel.
- Provide high-level committee meeting support to several committees including the Governance Board. Prepare meeting agendas and disseminate, write meeting minutes, and follow up on actions arising.
- Maintain a current understanding of national and international policies and developments relating to Te Whai Ao — Dodd-Walls Centre's research to support the Programme Manager with drafting policies pertinent to a national Centre of Research Excellence.
- Maintain forms and documentation for processes bespoke to Te Whai Ao — Dodd-Walls Centre as a national Centre of Research Excellence (e.g. TEC Performance Measurement Framework templates)

- Maintain Te Whai Ao — Dodd-Walls Centre web presence by ensuring the most up-to-date information is available online including on social media.
- Carry out all activities courteously, in a responsive and proactive manner and within agreed timelines to provide a high standard of administrative support.
- Contribute to Te Whai Ao — Dodd-Walls Centre activities and outputs across Aotearoa New Zealand through effective teamwork, fostering a culture of teamwork and collaboration.
- Undertake other tasks as appropriate.

Expected Outcomes:

- Links between researchers and key partners are strengthened both nationally and internationally on behalf of Te Whai Ao — Dodd-Walls Centre and the University of Otago as host institution.
- Highly professional and effective interpersonal relationships with key stakeholders, government departments, industry partners, academic staff and students of Te Whai Ao - Dodd-Walls Centre.
- Highly professional and effective gathering and dissemination of strategic information (research and operational) to Te Whai Ao — Dodd-Walls Centre senior leadership team.

3. KEY RELATIONSHIPS:

Internal:

- Director, Deputy Directors, Programme Manager, and Executive Committee of the Centre. DVC-R, PVC (Sciences), Senior Managers.
- Investigators, researchers and students of the Centre. Communications Manager, Science, Industry Engagement Manager.
- Divisional staff (Sciences) and administrative staff of University departments. (Physics, Chemistry, Mathematics, Computer Science).

External:

- International Advisory Boards
- Chair and Independent Directors of the Governance Board DVC-R University of Auckland
- Investigators, researchers and students of the Centre at partner institutions. Administrative and finance staff at partner institutions.
- Government agencies and other external stakeholders. Other national and international partners of the Centre.
- Administrators of other national Centres of Research Excellence.

4. QUALIFICATIONS & EXPERIENCE:

Essential:

- An undergraduate degree in a relevant subject, or relevant work experience.
- Professional, diplomatic, proactive team player with strong influencing skills.
- Proven ability to gather and summarise research and operational information.
- Proven ability to plan and effectively manage a wide range of complex projects and large-scale events within Aotearoa New Zealand.
- Excellent communication skills, both verbal and written, and technical knowledge and competence with Microsoft Office software.
- Self-starter attributes including the ability to initiate, act independently and work to set timeframes.
- A positive attitude to change.
- A high level of discretion in dealing with confidential matters.

Preferred:

- Event management.
- Proven commercial/business acumen.

5. TECHNICAL SKILLS & KNOWLEDGE:

Essential:

- Ability to recognise potential process improvements and implement them, with strong knowledge of Office 365 applications and tools.

6. SPECIAL REQUIREMENTS:

Domestic travel required to attend the annual Symposium for the purpose of providing administrative and logistical support during the event.

7. DIRECT BUDGET ACCOUNTABILITY:

Nil

8. MĀORI STRATEGIC FRAMEWORK:

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

9. PACIFIC STRATEGIC FRAMEWORK:

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

10. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

11. SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.

12. EQUITY AND DIVERSITY:

Act in a manner consistent with the University's commitment to anti-racism and the co-creation of accessible, safe, respectful, and welcoming environments where all students and staff are supported to achieve their full potential.