

POSITION DESCRIPTION

Administrative Assistant – AVC Pacific

Reports to:	Assistant Vice-Chancellor Pacific
Division:	Deputy Vice-Chancellor Academic Portfolio, Office of the Vice-Chancellor
Tenure:	Continuing, 0.6 FTE
Location:	Hamilton Campus
Date:	1 February 2026

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive studenty experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

The Office of the Vice-Chancellor is the administrative headquarters and the chief executive office of the University. The Deputy Vice-Chancellor Academic's (DVCA) portfolio provides comprehensive academic and student services to the University and our students. The Assistant Vice-Chancellor Pacific (AVC Pacific) portfolio provides strategic leadership for the university's efforts to deliver better outcomes through tertiary education for Pacific learners, staff, families, and

communities.

The University of Waikato is committed to building and enhancing the Pacific dimensions of our institution, and to realising the educational aspirations and success of Pacific people. The AVC Pacific team (also known as Pacific at Waikato) plays a pivotal role at the University of Waikato in advancing the success and wellbeing of Pacific learners, staff, families, and communities as it coordinates activities necessary to deliver the objectives of the Pacific Plan, including:

- Objective 1: Demonstrate and grow leadership on Pacific success.
- Objective 2: Illuminate, clear and open Pacific learner success pathways.
- Objective 3: Deliver substantive outcomes for Pacific learners.
- Objective 4: Promote and deliver high-quality teaching and learning support.
- Objective 5: Foster and support lifelong success.
- Objective 6: Value, grow and attract Pacific staff.
- Objective 7: Grow Pacific researchers and research excellence.

The AVC Pacific portfolio currently delivers 9 programmes ranging from high school and transition into study to higher degrees, research and professional development which are designed to smooth pathways through cultural legacies of learning and leadership.

2. POSITION PURPOSE

The Administrative Assistant – AVC Pacific provides high-quality, culturally grounded administrative and operational support to the Assistant Vice-Chancellor Pacific and the Pacific at Waikato (PaW) team. The role is pivotal in enabling the effectiveness, visibility, and growth of the Pacific portfolio at the University of Waikato.

Operating as a professional administrative partner, the role supports senior leadership, coordinates key activities and communications, manages financial and systems processes for the PaW team, and contributes to quality, compliance, and continuous improvement in a growing and high-impact portfolio.

As a trusted professional partner, the Administrative Assistant – AVC Pacific will provide high-quality administrative, financial, and operational support to the AVC Pacific and the Pacific at Waikato team. You will help ensure the smooth running of the portfolio, support key events and communications, and contribute to a culturally grounded, inclusive, and collaborative working environment.

Key responsibilities include:

- Proactive administrative support to the Assistant Vice-Chancellor Pacific
- Coordinating meetings, travel, events, and team operations
- Financial and systems administration, including purchasing and invoicing
- Maintaining webpages, communications, and the Pacific at Waikato newsletter
- Supporting quality improvement, compliance, and wellbeing practices

3. FUNCTIONAL RELATIONSHIPS

Internal: Assistant Vice-Chancellor Pacific
Deputy Vice-Chancellor Academic (DVCA)
Pacific at Waikato team
DVCA portfolio
Finance Business Partner for AVC Pacific
Communications team
Marketing team
Pacific staff and students

External: Schools, community organisations and other Pacific stakeholders

4. KEY RESPONSIBILITIES

Administrative Assistance to AVC Pacific and the Pacific at Waikato Team

- Provide proactive, high-trust administrative support to the Assistant Vice-Chancellor Pacific including managing their diary
- Manage meetings, correspondence, and action tracking
- Coordinate travel, accommodation, and logistics
- Support onboarding of new staff and contractors
- Organise meetings, events, and engagements with internal and external stakeholders

Administrative Support and Team Operations

- Deliver front-line administrative assistance to the PaW team
- Coordinate events, workshops, and community engagements
- Maintain team resources, records, and shared systems
- Update and maintain webpages and digital communications
- Support internal communications and information flow

Financial and Systems Administration

- Process purchasing, invoicing, and payments in line with University policies
- Working with the Finance team, monitor expenditure against budget forecasts and flag variances
- Use University finance, HR, and administrative systems confidently
- Maintain accurate records and documentation
- Stay up-to-date with changes to systems and processes

Collaboration, Compliance and Quality

- Work collaboratively across faculties, divisions, and services
- Ensure team compliance with University policies and procedures
- Actively uphold Te Tiriti o Waitangi and equity commitments
- Support health, safety, and wellbeing practices
- Contribute to continuous improvement initiatives

Team Contribution

- Work effectively as a member of the Assistant Vice-Chancellor Pacific team (also known as Pacific at Waikato) to support other team members and provide support and/or coverage of functions.
- Work collaboratively to encourage transparency across activities, open sharing of knowledge, and the building of positive relationships to support a high-performance culture.
- Work with other team members on projects.
- Support a positive culture and morale, which embodies Pacific values of alofa/ofa.aloha, manaakitanga (care), tautua (service based leadership), kuleana (responsibility) and fakatokilalo (humility), and sautu (communal wellbeing).
- Comply with and undertake responsibilities set out in the University's Health and Safety Policy

Continuous Improvement

- Actively contribute to the ongoing development and improvement of Pacific at Waikato systems and processes.

NOTE: Staff have an annual Objectives, Development and Reflection (ODR) meeting with their manager.

5. PERFORMANCE STANDARDS

The Administrative Assistant – AVC Pacific will be performing satisfactorily when:

- The role is considered a trusted professional partner.
- High-quality administrative, financial and operational support is provided to the AVC Pacific.
- The portfolio runs smoothly.
- Key events and communications are supported.
- The role contributes to a culturally grounded, inclusive, and collaborative working environment.
- Interactions in the course of performing duties are conducted professionally, respectfully and collaboratively.
- Valuable contribution and participation in relevant meetings and/or projects is provided.
- Advice provided complies with professional standards, University policies and procedures and supports the University's strategic objectives.
- Safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- A tertiary qualification in a relevant field or demonstrable experience

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- Demonstrated cultural competence and ability to work in partnership with Pacific people and communities.
- Demonstrated capability supporting senior leaders in complex environments.
- Strong organisational skills with the ability to manage competing priorities.
- High-quality written and verbal communication skills.
- Experience with financial processing, purchasing, and organisational systems.
- Excellent interpersonal and communication skills.
- Advanced Microsoft Office skills, including Word, Excel and PowerPoint.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi. Demonstrated awareness of Māori and Pacific cultures.

Preferred

- Fluency in a Pacific language and familiarity with Pacific cultures.
- Experience working with Pacific staff, students, and communities.
- Experience in a tertiary education or large public-sector organisation.
- Digital content or newsletter coordination experience.

PERSONAL QUALITIES

- Professional, calm, and proactive.
- Culturally responsive and respectful.
- High attention to detail.
- Collaborative and service-oriented.
- Adaptable and growth-minded.
- Consultative, inclusive and adaptable to successfully engage with a diverse range of stakeholders and at all levels of the organisation.
- A demonstrated commitment to challenge the status-quo and drive continuous improvements.
- Strong technical ability with systems and processes.
- Collaborative team player that develops positive working relationships with colleagues and stakeholders/users.
- Ability to monitor multiple tasks, prioritise and maintain progress.
- Commitment to diversity principles and the University's partnership with Māori as intended by the Treaty of Waitangi.