

## POSITION DESCRIPTION

### Administrator

<b>Reports to:</b>	School Manager, Te Kura Whatu Oho Mauri School of Psychological and Social Sciences
<b>Division:</b>	Te Wānanga o Ngā Kete Division of Arts, Law, Psychology, and Social Sciences
<b>Tenure:</b>	Fixed-term
<b>Location:</b>	Hamilton
<b>Date:</b>	May 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

Te Wānanga o Ngā Kete the Division of Arts, Law, Psychology and Social Sciences (ALPSS) is a large and dynamic Division that includes Te Kura Toi the School of Arts, Te Kura Aronui the School of Social Sciences, Te Kura Whatu Oho Mauri the School of Psychology, and Te Piringa the Faculty of Law. The Division also has one research institute, Te Ngira the Institute for Population Research (IPR) and one research centre, Te Puna Haumaruru Centre for Security and Crime Science.

Te Kura Whatu Oho Mauri, the School of Psychological and Social Sciences, is predominantly composed of staff from the discipline of Psychology. It has a strong focus on the classic foundations of psychology, broadly construed to encompass behaviour, cognition, neuroscience, social psychology, personality and individual differences, and indigenous psychology. Excellence is pursued in these areas in terms of teaching and research.

It offers a broad education in psychology at undergraduate level and a range of specialisations within psychology at graduate level, including programmes which lead to registration as a psychologist. In addition, programmes based in the School focus on Anthropology, Sociology, Criminology, and Social Policy. The School has a strong research culture covering a diversity of interests, methodologies and settings. Key goals for the School are to:

- i. Pursue excellence in scholarship, by providing a creative, supportive, and questioning environment for learning.
- ii. Provide an environment that promotes mātauranga Māori, respects Te Tiriti o Waitangi commitments, promotes bicultural practice in psychology and serves the educational needs of the Māori community, in both the Waikato region and nationally.
- iii. Offer high quality training to prepare students to meet the needs of communities within Aotearoa / New Zealand, for career opportunities and graduate students for the professional practice of psychology.
- iv. Produce high quality research and scholarship that will enhance the school's reputation, both nationally and internationally.

Our School name, **Te Kura Whatu Oho-Mauri** was co-designed by staff in the school and reflects our values and vision.

**Whatu** reflects:

- the very broad yet focussed spectrum of the lens that the school (and those external of it) applies to Psychology;
- the heart (whatumanawa), the principles, espoused in, with, and of Psychology;
- the stones of the consolidation of knowledge that - in Tainui tradition - Tāwhaki received from Rehua along with 'Ngā Kete o Te Wānanga' (the Baskets of Knowledge) and the importance of consolidating the theories and practices of Psychology;
- the weave of theory and praxis, by theorists and practitioners, to advance Psychology;

**Oho** reflects the awakening towards a realisation of the importance (in Psychology) of **whatu** and, in particular **mauri**;

**Mauri** reflects the quintessence, the very being, the fundamental existence of all and everything that is Psychology.

## 2. POSITION PURPOSE

To provide high-quality, comprehensive administrative support to Te Puna Haumaruru the New Zealand Centre for Crime Science, including assistance to the Centre's Director and academic staff, to enable effective delivery of its teaching and research activities. The role also provides administrative support and general programme information to students.

In addition, the position contributes administrative support to Te Kura Whatu Oho Mauri the School of Psychological and Social Sciences and collaborates with other administrative staff to support the School's broader operational functions.

### 3. FUNCTIONAL RELATIONSHIPS

<b>Internal:</b>	Director of Te Puna Haumarū Te Puna Haumarū Staff School Manager of Psychological and Social Sciences Staff in the School of Psychological and Social Sciences Pro-Vice Chancellor of the Division of Arts, Law, Psychology and Social Sciences Other University staff Students
<b>External:</b>	General Public Visitors

### 4. KEY RESPONSIBILITIES

#### **Financial and Administrative Support**

- Assist the School Manager and Director with monitoring expenditure and arranging financial payments as required.
- Prepare employment contracts for sessional assistants and casual employees.
- Provide administrative support to the Director, including coordinating bookings, managing correspondence, organising meetings and venues, preparing materials and collating reports and newsletters.

#### **Academic Programme and Student Administration**

- Process final grades, follow up on missing or amended grades, and assist in preparing grade and GPA reports for meetings and external examiners.
- Coordinate postgraduate thesis and dissertation marking and examination processes.
- Prepare annual prescriptions, ensuring all required information is accurate and complete.
- Check and maintain paper timetables to ensure accuracy.
- Submit examination papers to the Student Services Division.
- Provide programme-related information to students and refer queries to academic staff where appropriate.

#### **Operations, Communications, and Events**

- Act as the first point of contact, responding to enquiries via phone, email, and in person, and managing correspondence.
- Maintain and update website content and marketing materials.
- Coordinate staff travel (domestic and international), liaising with travel providers and conference organisers.
- Coordinate events, including recruitment and information sessions for prospective and new students.
- Coordinate and administer the Centre's seminar series, including scheduling speakers, managing logistics (venues, technology, and travel where required), promoting events, and liaising with presenters.
- Record and manage the borrowing of resources by students.

#### **Systems, Processes, and Governance Support**

- Provide administrative support to programmes, committees, and staff in division-level roles.

- Maintain and develop administrative process documentation in collaboration with other administrative staff.

### **Team Contribution**

- Work effectively as a member of the School of Psychological and Social Sciences administrative team, supporting colleagues and providing coverage as needed.
- Collaborate to promote transparency, knowledge sharing, and positive working relationships that support a high-performance culture.
- Continue to team projects and initiatives.
- Support a positive team culture and morale.
- 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 administrative systems, processes and service delivery.

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

## **5. PERFORMANCE STANDARDS**

The Administrator will be performing satisfactorily when:

- Administrative support is delivered to a consistently high standard, enabling the effective operation of the Centre and School.
- Financial processes are managed accurately and efficiently, with all expenditure processed and finalised within the current financial year.
- Key academic and administrative deadlines (including prescriptions, timetabling, and grade entry) are met, with information provided accurately and completely; any missing or incomplete information is followed up promptly.
- Employment contracts for casual and fixed-term staff are prepared and finalised prior to commencement, and are managed in a professional and timely manner.
- Electronic and physical records are maintained effectively, ensuring secure, accurate, and efficient retrieval of information.
- Privacy and confidentiality of information are consistently maintained in accordance with University policies and standards.
- Meetings, events, and activities are coordinated and delivered in a timely, organised, and efficient manner.
- The Centre's seminar series is effectively coordinated and delivered, with events scheduled and promoted in a timely manner and run smoothly.
- High-quality, accurate information, service, and advice are provided to students, staff, and external stakeholders, in line with professional standards and University policies.
- Up-to-date knowledge of programmes, papers, and University systems is maintained to ensure enquiries are resolved effectively or referred appropriately.
- Academic staff and leadership are proactively supported in fulfilling their administrative responsibilities.
- Effective administrative support is provided to programmes, committees, and School-level functions, contributing to smooth operational delivery.

- Positive, professional, and collaborative working relationships are maintained, with interactions conducted respectfully and constructively.
- Active and valuable contributions are made to team activities, meetings, and projects, supporting a high-performing team environment.
- Advice and administrative practices align with professional standards, University policies and procedures, and support organisational objectives.
- Safe and healthy work practices are consistently followed, complying with University policies, relevant standards, and statutory obligations.

# PERSON SPECIFICATION

## EDUCATIONAL QUALIFICATIONS

### Essential

- An administrative qualification or relevant years of experience in a similar role.

## SKILLS, KNOWLEDGE and EXPERIENCE

### Essential

- Demonstrated experience in an administrative role, preferably in a tertiary education or similar complex environment.
- Proven ability to provide high-level administrative support, manage competing priorities, and meet deadlines.
- Excellent written and verbal communication skills with the ability to engage effectively with a wide range of stakeholders.
- Strong organisational skills with the ability to work independently, use initiative, and make sound decisions.
- Ability to use information and communication technologies effectively to achieve work outcomes, with a commitment to maintaining and updating these skills.
- Ability to take accurate meeting notes and minutes.
- Proven ability to deliver high-quality client service in a professional and timely manner.
- Advanced proficiency in Microsoft Office (Word, Excel, Outlook), including strong data and document management skills.
- Functional knowledge of administrative systems, including records, timetables, and basic financial processes.
- Sound financial and analytical skills, including experience supporting budgeting and reporting.
- Strong interpersonal skills and ability to work collaboratively within a team.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- 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.
- Current full driver's license.

## PERSONAL QUALITIES

- 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.