

POSITION DESCRIPTION

Administrator

Reports to:	Te Ngira Director
Division:	ALPSS
Tenure:	Permanent Part-time (0.5)
Location:	Hamilton
Date:	April 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 Te Wānanga o Ngā Kete Division of Arts, Law, Psychology and Social Sciences includes Te Kura School of Arts, Te Piringa Faculty of Law, Te Kura Whatu Oho Mauri School of Psychology, and Te Kura Aronui School of Social Sciences, The Division also contains one research institute: Te Ngira, Institute for Population Research (IPR).

Te Ngira undertakes population research to help inform choices and responses to the demographic, social and economic interactions that are shaping Aotearoa's future. We carry out

world-leading research in Indigenous demography and data sovereignty, population change, migration and health equity. Staff are supported by external research grants from a range of sources, including the Ministry of Business, Innovation and Employment (MBIE), the Marsden Fund, the Health Research Council, and contracts with central and local government, non-government, Iwi organisations and business agencies.

Te Ngira's research programme centres on population research that has impact and is widely used by decision-makers in Te Ao Māori, government agencies, communities, and the private sector to help inform choices and responses to the demographic, social and economic interactions that are shaping Aotearoa's future. The Institute also offers a unique research-led major in population studies and graduate degrees in population studies and demography. From 2026, we are offering a Postgraduate Certificate in Indigenous Data Sovereignty and Analytics. Our graduates are highly sought after for academic, Iwi, government and NGO research and leadership roles in Aotearoa and internationally. Research and teaching at Te Ngira place a strong emphasis on advancing the significance of Te Tiriti o Waitangi and focusing on population research that has transformative impact in Aotearoa, the South Pacific region and internationally.

2. POSITION PURPOSE

To provide comprehensive administrative assistance to the Director and academic staff in order to support Te Ngira's functions and promote the efficient and effective functioning of the Research Institute.

3. ACCOUNTABILITY

The Administrator is responsible to the Director of Te Ngira.

4. KEY RELATIONSHIPS:

Internal:	Director Staff in the Institute including Senior Research Officer Research Management Advisors Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences Staff in the Division of Arts, Law, Psychology and Social Sciences School Manager, School of Social Sciences Other University staff Students
External:	General public Visitors

5. KEY TASKS

Having regard to the aims and objectives and long-term strategic goals of the Institute and Division the primary objectives of an Administrator include:

- Maintain international standards of excellence in tertiary administrative function to support a high-functioning research-focussed body of staff.
- Interface with research funders and stakeholders in the community
- Maintain relationship with Statistics New Zealand and administrate access to the IDI laboratory
- Where and when required, act as the first point of contact on behalf of Te Ngira.

- Assist the Director with budget preparation for the Institute which is supported almost exclusively by research income, monitoring of office and research budget expenditure, raising invoices and arranging financial payments as required.
- Assist with arranging meetings and take minutes as applicable and ensure that the tearoom, mailroom and stationary areas are stocked and maintained.
- Support and assist with administrative requirements for Te Ngira research projects.
- Prepare employment requests for sessional assistants, casuals and other technical staff and assist with onboarding and induction.
- Regularly update the Te Ngira website, social media platforms and Linked-In site.
- Process final grades, following up on missing grades, grade changes and assisting to prepare grade and GPA reports for meetings and external examiners.
- Comply with and undertake responsibilities set out in the University's Health and Safety Policy.
- Co-ordinate postgraduate theses/dissertation marking and examination.
- Provide administrative support to programmes, division committees and staff occupying division-level roles as required.
- Co-ordinate institute/division level events and activities including recruitment and informational events and activities for new and prospective students
- Maintain and, when necessary create, a set of administrative process documents in collaboration with other Administrative staff.
- Provide feedback on existing processes and contribute to a culture of continuous improvement and mutual support.
- Provide administrative support to the Director; including as needed: bookings, correspondence with stakeholders, organising of meetings and rooms, provision of required materials, and collation of reports and newsletters.
- Prepare annual prescriptions and co-ordinate the annual timetable process with the Director.
- Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

NOTE: Staff have annual objectives, development and reflection (ODR) meetings with their manager. New staff normally attend such a meeting approximately three months after taking up their appointment.

6. PERFORMANCE STANDARDS

The Administrator will be performing satisfactorily when:

- Administrative support provided to the Institute is of a consistently high standard, informed by international benchmarks and experience.
- Academic staff are supported in administrative responsibilities and student monitoring.
- Effective and efficient support provided to programmes, division administrative functions, committees, and Institute staff occupying division-level roles when required.
- All office expenditure payments are made and finalised in the current financial year.
- Deadlines for prescriptions, timetable and grade entry are adhered to and information supplied is accurate and complete. Incomplete/missing information is followed up promptly to ensure deadlines are not exceeded.
- Electronic filing systems are effectively and efficiently managed to ensure accurate retrieval of documents and information.
- Casual and fixed term employment contracts are in place prior to work commencing and contracts are dealt with in a professional and pleasant manner.

- Privacy and confidentiality of information is maintained.
- Up-to-date knowledge of programmes/papers offered by the institute and university is maintained.
- Contributions made to administration and other departmental activities demonstrate initiative and a willingness to support Te Ngira goals and objectives.
- Safe and healthy work practices are followed. University policies, procedures, relevant work standards and statutory obligations are complied with.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

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

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Previous relevant experience in an administration position.
- Excellent oral and written communication skills.
- Organisational and planning skills.
- Ability to meet deadlines and to work independently.
- Extensive software skills, with proficiency in Microsoft Office software as well as internet research abilities and skills in word processing and excel spreadsheets.
- Sound financial, analytical and monitoring skills
- Ability to provide support to students and to support and assist academic staff.
- Ability to apply information and communication technologies to achieve desired outcomes and maintain and update those skills.
- Demonstrated ability to take responsibility, use initiative and make decisions.
- Good interpersonal skills.

Preferred

- Prior experience doing administrative work in a university

PERSONAL QUALITIES

- Friendly, courteous and outgoing personality.
- Demonstrated ability to contribute and operate in a team environment.
- Flexible and able to respond to changing situations.
- Ability to work to deadlines, tolerate interruptions and maintain performance under pressure.
- Capacity to show initiative along with discretion and judgment.
- Respect for confidentiality.
- Flexible attitude to work tasks.
- Self-motivation and a pro-active approach.
- Willingness to contribute and operate as part of a team.
- Ability to relate effectively and sensitively to students and staff from a variety of backgrounds and cultures.
- Ability to maintain a professional approach while under pressure.
- Commitment to a culture of openness, flexibility and cooperation to achieve excellence in academic programmes, research and service.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.