



POSITION DESCRIPTION

Position title: Office Administrator
 Reports to: CEO
 Office location: Cambridge, New Zealand
 Employment Status: Permanent, Part-time, 30 hours per week
 Direct reports: Nil

CYCLING NEW ZEALAND OVERVIEW

Cycling New Zealand is the National Sports Organisation for all cycling codes in New Zealand in the interests of; Road & Track, Mountain Bike, BMX, and Schools Cycling. Cycling New Zealand is on a journey to share our story and grow public awareness of Cycling as an exciting and vibrant sport where Kiwi’s succeed. The role of Office Administrator exists to support this story. This role will provide a broad range of support activities to promote our brand and messages and key activities across the sport.

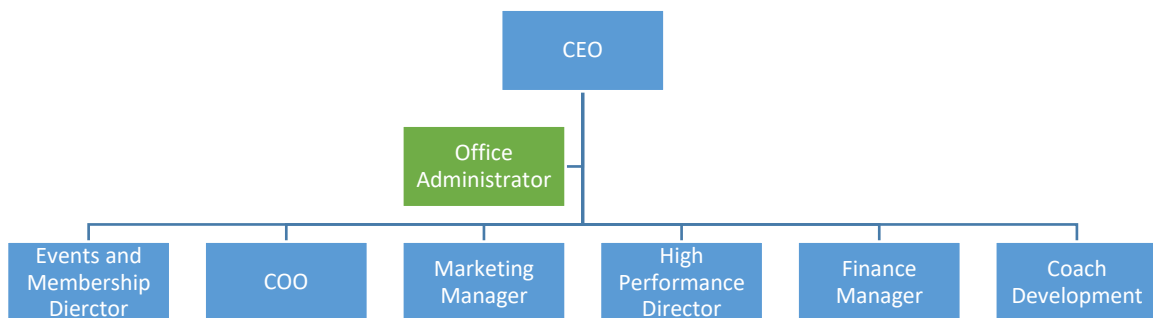
Our Purpose ***Unlocking People potential***
 Our vision ***A thriving community across the sport of cycling***

ORGANISATIONAL VALUES

- INTEGRITY We are honest and transparent, uncompromising in our commitment to strong moral and ethical principles
- RESPECT We celebrate our community, we lead through our actions
- INNOVATION We constantly look at working smarter and more efficiently – seeking improvement in all we do
- EXCELLENCE We aim high in everything we do, striving to be better in all we do
- COLLABORATION We connect to achieve our purpose, we build trust in our relationships

KEY PURPOSE OF ROLE

The purpose of the role is to provide assistance to the Chief Executive and the Board of Cycling New Zealand, to manage and implement health and safety, and manage the office of Cycling New Zealand.





KEY FUNCTIONS OF THE ROLE

1. Assistance to the Chief Executive and Board

- a. Compose, collect and prepare correspondence, documents, presentations for use in discussions and meetings.
- b. Service the Board's secretarial, administrative and logistical requirements, including:
- c. Assisting with board meeting papers and drafting meeting minutes,
- d. Coordinating the distribution of all Board meeting papers, minutes and other correspondence,
- e. Managing all meeting travel arrangements and logistics.
- f. Assisting in the delivery of the Annual General Meeting and liaising with all Member Organisations.
- g. Assisting in the Board appointment and recruitment process
- h. Act as the reception for the office.
- i. Assist the Chief Executive with Health and Safety implementation and on-going monitoring and management.
- j. Provide assistance and administrative support to the Chief Executive including handling correspondence and assisting with travel arrangements.

2. Health and Safety

- a. Manage the Health and Safety implementation and on-going monitoring and management.
- b. Be the main point of contact for all things Health and Safety within the organisation.
- c. Update and keep the risk registry current.

3. Office Management

- a. Support Cycling New Zealand staff by overseeing office operations and procedures.
- b. Keep management and staff informed about office operations and procedures,
- c. Act as the day-to-day main contact with Home of Cycling staff
- d. Manage the servicing, WOF, maintenance and booking of staff and pool vehicles

4. Membership Assistance

- a. Support the Membership Coordinator with any membership tasks which may include:
 - i. Issuing International Licences

KEY RELATIONSHIPS

1. Internal

- Cycling New Zealand Employees
- Cycling New Zealand Board and subcommittees
- Member Organisations Board and subcommittees
- Members

2. External

- Home of Cycling
- Suppliers



PERSON SPECIFICATIONS

1. Knowledge, Skills and Experience Required:

- Health and safety experience and knowledge
- Excellent computer skills and in-depth knowledge of relevant software for example MS 365
- Experience in planning, managing and prioritising multiple and competing tasks
- Skilled at drafting formal communications

2. Key Competencies and Behaviours Required:

- Display the highest levels of integrity and commitment
- Exercise discretion and judgement regarding confidential information
- Strong relationship-builder across a range of stakeholders and partners
- Strong team player and contributor
- Problem solving attitude with strong verbal and written communication skills
- Passion for detail and customer service
- Excellent telephone manner

3. Other Notes:

- Interest or participation in cycling sports
- There may be times throughout the year that this position is required to work outside of regular business hours, including weekends.