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**POSITION DESCRIPTION: ORGANISING ADMINISTRATOR**

Position: Organising Administrator

Position status and location:  This is a permanent position and is based in our locations.

Reporting to (day to day oversight): National Support Leader

Reporting to (management): Assistant Secretary – Operations and Systems

Staff reports: None

Cost Code sign-off: None

Date: March 2021

## Purpose of this position

This is an administrative role providing effective organising support to the assistant secretaries, NSLs (National Sector, Support, Strategic and Māori Leaders), organisers, delegates and members. 

## Working relationships

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| **Internal** | **Internal democratic structure** | **External** |
| Organisers  Assistant Secretaries  NSLs  Communications team  Membership team  Member Advice and Support Centre  Education team  Executive Assistants | PSA members and delegates  Networks and sector groups  Delegate committees e.g. National Delegate Committee’s | Employers  Delegates  Members  Service providers e.g. travel agency  Trades, other tenants in same building, landlords, cleaning staff |

## Accountabilities and activities

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| --- | --- |
| Key Accountabilities | Activities |
| **Booking Travel** | * Arrange travel bookings for organisers, NSLs, national/regional delegates, support teams, guest speakers * Arrange expenses for delegates. |
| **Ballot administration** | * Prepare electronic ballot as requested * Electronic updates/surveys/votes/reminders * Make sure members are coded to correct collective if applicable * Update member information as requested and resend ballot * Prepare membership lists, mail out lists and labels * Prepare ballot report * Numbering and allocation of ballots per site if doing a paper ballot * Provision of attendance record * Provision of proxy process * Distribution of ballot papers * Bargaining Fee process where needed * Notification of ballot results to lead organiser/assistant secretary/organiser and members. |
| **Administration Work for team members** | * Maintain changes to in-house membership system for worksites/member/delegates and member/delegate report requests for organisers * Support organisers in their record management * Load CEA’s onto intranet and central filing system * Assist with organiser technical queries where able on e.g. the computer/photocopier/vc equipment (physical things) etc or refer to appropriate IT person * Approve online expenses for organising and support teams * First port of call for organiser assistance with PSA systems (filing system/in-house membership system/Flexipurchase) * Assistance to members such as enquiry emails and PSA office reception * Keeping organisers’ worksites up to date in our in-house membership system * Office orientation for new staff. |
| **Event Management** | * Plan and organise attendance to conferences, delegate/network committee meetings and delegate/member meetings * Provide administrative support as required for special events, Congress, Hui Taumata, AGM, campaigns * Co-ordinate/organise delegate functions * Assist with arrangements for team planning days. |
| **Budgets** | * Input costings for events with organisers/NSLs/assistant secretaries * Budget entry * Budget reporting in conjunction with lead organisers/NSLs/assistant secretaries who monitor the budget. |
| **Activism Support** | * Supporting organisers with logistics e.g. organising transport, sending updates to members, assisting with the H&S plan and run sheet * Ensuring adequate supplies of resources, equipment and placards for preparation and action * Assist with the health and safety plan in conjunction with organiser and the wider action team. |

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| **Communication to members** | * Sending out physical mail-outs * Distribution of electronic updates. |
| **General administration duties** | * Coding/checking invoices * Administrative support as requested by assistant secretaries, NSLs and organisers * Receive and distribute campaign materials and resources. |
| **Office Management** | * Clear post box, process mail and couriered items as required * Record management including disposal of confidential information. * Purchase stationery/ consumables and equipment * Maintain and order office and kitchen supplies * Responsible for monitoring office security * Liaise with service providers for office maintenance * Support internal Health and Safety local reps * Respond to queries from local members of the public |
| **Member and delegate systems** | * Enter and update membership and delegates details including health and safety reps * Running reports from membership system as required * updating membership lists in conjunction with delegates * Attribute maintenance in the membership system e.g. position, MECA, taxi card, dietary needs using bulk updates * Maintain a working knowledge of delegate structures within enterprises * Connecting members with the appropriate delegates in the workplace and delegates with delegate convenors |
| **Meeting**  **administration** | * Book meeting rooms and lunches * Send out invitations and reminders * Printing and distribution of papers, agenda and reports * Set up conference calls and other virtual meetings |
| **Sector and Rūnanga committee support** | * Support assistant secretaries, convenors and committee members (see meeting administration above) * Maintain sector committee and Runanga membership records * Send out letters requesting employers to allow committee participation * Book venue, catering, shuttles, taxis, flights and accommodation * Facilitate expense claims * Assist with committee election processes * Enter information into event manager and monitor attendance/budget. |
| **Network Support** | * Provide administration support to network organisers and convenors * Assist with planning and organisation of committee meetings * Assist with planning and organisation of regional conferences/hub meetings * Oversight EOIs for leadership training * Assist with planning and organisation of biennial conferences |
| **Lead Organiser Support** | * Provide administration support to lead organisers, convenors and committee members * Maintain enterprise committee membership records * Book venue, catering, shuttles, taxis, flights and accommodation * Facilitate expense claims * Assist with election processes for committees * Enter information into event manager and monitor attendance/budget |
| **Administration support for NSLs** | * Provide administration support to NSLs * Assist with planning and organisation of meetings * Book venue, catering, shuttles, taxis, flights and accommodation * Facilitate expense claims * Enter information into event manager and monitor attendance/budget |
| **Participate constructively in their team** | * Work collegially and co-operatively within the wider PSA * Provide support for each other * Comply with PSA policies and strategies * Attend team meetings * Actively participate in team activities * Respect the views of others * Support joint problem solving * Keep team members informed * Make decisions by consensus * Ensure effective and timely handovers * Maintain a balance between the autonomy of individual responsibility and team responsibility * Contribute to the peer support particularly of less-experienced staff * Maintain a level of capability in key tasks of OA work, in order to provide cover as required |

# Person Specification

**Skills/Attributes**Ability to plan, manage and execute work

* Able to manage competing deadlines and work within a fast moving and pressured environment
* Work independently whilst being a team player
* Collect and process data and information
* Recognise the need to refer issues to Organisers/NSLs/ Assistant Secretaries when appropriate
* Be adaptable, approachable, and flexible
* Work methodically, systematically and with an eye for detail
* Good written and oral communication skills
* Excellent relationship management skills

**Knowledge and experience**

* Competence in computer literacy and the Microsoft Office suite of programmes
* The ability to learn and operate PSA-specific programmes, especially working knowledge of many ‘in-house’ computer systems (eg. Comms Emailer, Surveymaker, Event Manager, Flexipurchase, Intranet, CTM, Taxi-Charge, Data Importer, Unison, Magiq (budgets)
* Understanding of finance and budgeting
* Familiar with office management functions, filing and archiving
* Knowledge of and support for the PSA’s work and values

**Working at the PSA**

**PSA Employment Principles**

The management of the PSA Te Pukenga Here Tikanga Mahi is committed to being a good employer and providing a quality working environment; a process of constructive engagement with staff through their unions; and operating fair, transparent and consistent employment processes and good faith principles. 

**Our organisational values**

The PSA takes a strategic approach to unionism and our organisation values are:

* Solidarity - Kotahitanga
* Social Justice - Pāpori Ture Tika
* Integrity and Respect - Te Pono me te Whakaute
* Solution focussed - Otinga Arotahi
* Democratic - Tā te Nuinga e Whakatau ai

**Leadership and Management style in the PSA**

The PSA aims to achieve an optimal balance between an empowering leadership style and ensuring sufficient accountability for achieving the strategic outcomes of the union.

By empowering leadership style we mean encouraging people and teams to take individual and collective responsibility for making appropriate decisions within their sphere of influence and to manage their work effectively. The PSA has a structure of staff working in teams with a dual emphasis on self-management and team work. Within the context of the PSA’s team based approach to work, an empowering style means developing the ability of teams to co-ordinate and control their work and to work effectively with others to achieve the union’s strategic goals. National and Assistant Secretaries hold management accountabilities which enable them to make appropriate decisions whilst being mindful of the PSA employment principles. 

The organising administrator is a member of a local organising but may be required to work across different local or national teams.

Treaty of Waitangi

The PSA affirms te Tiriti o Waitangi/the Treaty of Waitangi as the founding document of Aotearoa, New Zealand and is committed to the Treaty principles of partnership, protection and participation in activities pursuant to the purpose and objects of the union as they relate to the working lives of members.

PSA gives the principles of Te Ao Maori practical application through our policies and strategies in order to make a positive difference across PSA and our membership.   
  
Health and safety

Every staff member shall take all practicable steps to ensure his/her safety at work and that no action or inaction of the staff causes harm to any other person.

Professional Development

PSA staff members will attend to their own personal and professional development and provide collegial support to co-workers and contribute to the mentoring of less experienced staff. Staff will also participate in individual and collective professional development.