



Position Description

Title	Administrator – South Island Maintenance
Technology	
Locations:	Christchurch
Reports to:	South Island Maintenance Manager
Direct Reports:	N/A
Indirect Reports:	N/A
Date:	November 2024

Overview

Our people manage New Zealand's 30 million square kms of airspace, providing air traffic control, surveillance, communication, flight inspection, mapping and airspace design services. We work with government, regulatory authorities, airlines, airports and the general aviation community to ensure pilots, passengers and goods reach their destination - safely. At Airways, our values underpin all that we do. We value Safety, One Airways, Excellence and Success in all that we do.

Our organisation is made up of operational business groups that are supported by governance and corporate services functions. To learn more about our people and organisational structure, check out www.airways.co.nz/about.

Business Unit Purpose

The Technology Group is responsible for the effective delivery, management and services of all technology disciplines within the air navigation services environment – engineering design, software design and development, technology architecture and infrastructure, asset management, installation and maintenance, technical training, workload planning, maintenance program development, project management, and logistics support.

Purpose of the Position

The purpose of the role is to act as the administrative point of contact and coordinator for their allocated manager and/or team and support the delivery of administrative services for that business unit.

General

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

Key Areas of Accountability

Administration	<ul style="list-style-type: none"> ▶ Provides high quality administrative support for the managers, staff and visitors of Airways. ▶ Provides a professional, flexible, organised, proactive and positive approach to juggling multiple tasks, competing priorities and the internal customers to which they are assigned. ▶ Provides technology support for the business team in key office tools (such as Word, Excel & PowerPoint) and core administrative processes (such as finance processing and document management, SharePoint, Adaptive, Dynamics, TG Air purchase orders and invoicing). ▶ Overseeing Airways site lease agreements, dealing with correspondence, renewals, invoicing and purchase orders. ▶ Provides targeted and general administrative support to specific managers and/or teams, including travel bookings, meeting arrangements, printing, document collation, courier/mailing, stationery. ▶ Manages one-off projects and events. ▶ Manages national fleet including procurement. ▶ Administer contractor monthly maintenance PM work packs. ▶ Administer maintenance team training records. ▶ Preparation of fixed asset register documents. ▶ Administer site information and decommissioning records.
Administration Network	<ul style="list-style-type: none"> ▶ Attend the monthly Administration Network meetings and chair at least one meeting a year. ▶ Where possible, provide assistance to the administration network when required.
Customer Focus	<ul style="list-style-type: none"> ▶ Conducts additional administrative tasks in support of individual business area/s. ▶ Both the business area and the tasks may change over time without impacting the position description.
Self-Development	<ul style="list-style-type: none"> ▶ Monitors own performance and seeks development opportunities to improve performance. ▶ Implements agreed development plans within agreed timeframes.
Health & Safety	<ul style="list-style-type: none"> ▶ Responsible for proactively demonstrating Airways Safety value - it's at the heart of everything we do. ▶ Responsible for operating role in a safe manner and striving for continuous improvement in health & safety throughout the business. ▶ Responsible for ensuring Airways security is maintained at all times.

	<ul style="list-style-type: none"> ▶ Accountable for proactively raising health or safety issues in line with Airways safety management systems and participating in position related health & safety training. ▶ Coordinating local H & S reporting.
Travel Requirement	<ul style="list-style-type: none"> ▶ Work may be required in other locations within NZ/internationally to perform the duties of the role.
Budget	<ul style="list-style-type: none"> ▶ Responsible for managing a budget of \$NIL.
Financial Delegation	<ul style="list-style-type: none"> ▶ Delegated financial authority for Capital Expenditure of \$NIL. ▶ Delegated financial authority for Operational Expenditure of \$NIL.
Contractual Delegation	<ul style="list-style-type: none"> ▶ Signing Authority to a limit of \$NIL.
Legislative Owner	<ul style="list-style-type: none"> ▶ NIL.

Key Relationships / Customers	Nature of Relationship
Internal	
South Island Maintenance Manager	Reports to.
South Island Maintenance Team	Key stakeholders and customers.
Planning and Logistics Team	Key stakeholders and customers.
Other Airways Administrators	Key stakeholders and customers.
External	
Contractors	Manage contract/s.
Landlords and tenants	Manage contract/s.

Formal Qualifications / Training / Experience	Required	Desirable
Tertiary qualification (level 5 or higher) in a relevant field.		✓
Advanced IT skills in Microsoft Excel, Word, Outlook, MS Teams and PowerPoint.	✓	
Proven extensive experience in administration, project coordination or similar experience, reporting and prioritising both time and varied work tasks.	✓	
Experience within aviation, engineering or other technology based industries is preferred but not essential.		✓

Key Competencies / Skills / Knowledge	Required	Desirable
Awesome team player who is motivated and enthusiastic and is able to use initiative.	✓	
Superior communicating skills, both verbal and written.	✓	
Demonstrated interpersonal skills and influencing and collaborative behaviours and the ability to work with diverse teams and people.	✓	
Our Values - Demonstrates the Airways Values consistently and naturally, showing a personal commitment to value Safety, One Airways, Excellence and Success; consistently exhibits behaviours that inspire understanding of and commitment to these values.	✓	
Customer & Partnership Focused - Builds long-term, strategic and sustainable relationships with customers/partners; understands the customer's business and requirements; manages expectations and builds respect rather than seeking to be liked; measures performance against customer-based targets; delivers on promises to customers and personally commits to resolving customer issues; inspires a customer-centric approach across Airways.	✓	
Communication - Communicates openly and honestly, explaining reasons in a prompt and timely way that people understand and find relevant to their position; is clear and concise, seeking to be understood; anticipates needs of audience and adapts style and communication methods using face to face for difficult issues; listens and seeks to understand others points of view, understands body language; is relentless on what is important, demonstrating enthusiasm and conviction.	✓	
Planned & Organised - Develops realistic plans to ensure deadlines are met; ensures all resources available to implement the plan; continually reprioritises as new work comes in, based on criteria and information from the customer; works on a number of jobs simultaneously without any dropping off.	✓	
Quality Focused - Thoroughly checks own work against standards, designs or specifications; tests in detail all functionality before releasing systems; uses knowledge of the whole system to test all potential impacts and to verify final outcome; designs or uses tests which checks changes made.	✓	

Our values underpin everything we do



We are
safe

Safety is at the forefront of everything we do. We are committed to the safety of our people, operations and the communities we serve.



We strive for
excellence

We deliver our best work each and every day, and look for ways to continue to improve what we do



We are
One Airways

We all have our own areas of expertise and by working together, collaborating and sharing knowledge, we achieve our aspiration



We celebrate
success

We recognise our people's achievements, big and small, and celebrate our successes