



WHANGANUI
founded in
1892



WAIRARAPA
founded in
1896



MANAWATŪ
founded in
1902



HOROWHENUA
founded in
1987

IT and Project Administrator

Kaupapa | Purpose

The IT and Project Administrator is responsible for providing coordination and administrative support to the Digital Team, as well as working collaboratively with other departments across the organisation.

The IT and Project Administrator will also be responsible for the support needed in procurement, maintaining and renewing operational IT contracts and subscriptions.

Location: **Palmerston North**

Reports to: **Digital Services Manager**

Team: **Digital**

Tō mātou tirohanga roa | Our vision

Whakairohia he toki, tāraia te anamata | Learning with purpose, creating our futures

Tō Mātou Pūtake | Our purpose

UCOL provides excellent and quality education opportunities that support learners, employers and communities gain the skills, knowledge, and capabilities Aotearoa needs now and for the future. Learners and their whānau are at the centre of all we do.

Tā mātou whakahaerenga | Our Organisation

UCOL's roots began in 1892 in Whanganui, joined by Wairarapa in 1896, Palmerston North in 1902 and Horowhenua in 2017. Adapting to the growing needs of a young nation, UCOL's innovation and agility has a compelling track record.

UCOL in its many forms has been part of the community for more than a century. We are a proud example of a successful Institute of Technology and Polytechnic. We have a rich heritage and much to contribute to the future of vocational learning. UCOL is a valued and essential partner and is known for leading vocational education and training opportunities



General IT Administration

To provide timely, effective and consistent support across the Digital team as required.

- Provide general administrative support to the wider Digital team as required
- Maintain and develop the administrative processes associated with IT service delivery at UCOL, including software and hardware procurement, contract processing, user administration, asset management, licensing and financial processing.
- Develop proficiency in the use of UCOL Information Systems to carry out the duties of the position.
- Work with key external hardware, software and service vendors regarding the provision of goods and services.
- Assist with the provision of support to UCOL kaimahi and ākongā if necessary.
- Assist UCOL kaimahi with general administrative support relevant to the position.
- To actively seek out ways to continuously improve the administrative support.

Project Administration

Provide effective and efficient project management administration that supports the achievement of UCOLs project achievements.

- Support UCOL Project Managers to deliver projects.
- Maintain and contribute to documentation for UCOL IT-related projects.
- Coordinate logistical activities associated with IT projects. Activities include scheduling of meetings and required resources, supporting staff resourcing, on-boarding of external resources, desktop research, minor projects and work packages.
- Update and maintain IT project budgets, including individual project budgets (expenditure and forecasting, purchase order and invoicing processing, preparation of capital purchase requests and completion of procurement tasks).
- Assist Project Managers to produce project reports.
- Assist with the administration of projects in other areas of UCOL as necessary.

2-5 years' experience in an IT administrative role within a service-orientated organisation.

Significant experience with Microsoft services, including licensing.

2-5 years' experience with financial transaction processing (orders, invoices, budgets).

Experience in the administrative processing of contract and license agreements.

Experience with a range of IT services and technologies.

Excellent customer service skills.

Excellent communication skills, both written and verbal.

Maintain confidentiality of work-related information and materials.

Able to quickly grasp and use unfamiliar software and technology.

Able to work with a diverse team in a fast-paced environment.

Enthusiastic and able to thrive in an atmosphere of constant change.

Passionate about continued learning to stay abreast of industry trends.



Software Licensing and Contract Management

Oversee the administrative aspects of UCOLs software licensing and contract management in relation to Digital services.

- Process the ordering, payment and allocation of licenses for all UCOL software.
- Maintain renewal of contracts and any procurement administration required.
- Assist with the evaluation of the suitability of license arrangements for proposed new software.
- Maintain an inventory of all software licenses.
- Prepare IT service contracts from external providers for management review and signing.

Financial Processing and Monitoring

Provide accurate, effective and efficient financial administration.

- Create and maintain accurate and timely financial transactions in accordance with UCOL financial policies and procedures.
- Process invoices and create purchase orders for projects and IT goods and services.

General Requirements

Be a positive and proactive team member with the Digital team, to ensure the wider goals and objectives are achieved.

- Actively participate in and support a positive and inclusive Digital team culture.
- Provide support to Digital Team members as required.
- Participate in regular Digital Team meetings, including accurate and timely recording of meeting outcomes if required.
- General administration tasks as required, including but not limited to: documentation and record keeping, responding to enquiries by phone, email, or in person.



Standard clauses

Health and Safety Clause (all Kaimahi)

Under the Health and Safety at Work Act 2015, you must take reasonable care of your own health and safety and that of others affected by your actions at work. This includes complying with UCOL's health and safety policies, procedures, and relevant legislation. You must identify and report hazards promptly, use equipment and PPE correctly, report incidents and near misses immediately, and participate in health and safety training and initiatives. Active engagement in improving health and safety practices is expected.

At UCOL, all roles hold collective responsibility for delivery of our UCOL competencies. As it applies to this position you are required to give effect to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti as both individuals and as an organisation.

Ākonga at the Centre. Through prioritizing the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacifica and disabled ākonga and their whanau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.



Waiaro | Be

Ngā Uara | Our Values

Whanaungatanga | Relationships

Connecting with people and establishing meaningful relationships built on trust and integrity is vital. Great relationships result in collaboration, partnerships and unity. At UCOL, we embrace diversity and inclusivity for all people.

Kia eke panuku, eke Tangaroa | Excellence

Everywhere we look at UCOL we seek innovation and quality that defines us as a high performing institute. We strive for excellence in our programmes, our teaching methods, our resources and systems and processes. We want to see people excelling at what they do and are proud of what we achieve.

Te huringa tangata | Transformation

Transformation requires inspiration, and bold, courageous behaviour. We take pride in being a part of the transformation that occurs in our students as they become successful graduates and alumni. UCOL is always looking at fresh ideas.

Kia kakamā | Agility

Agility is about us working in many different ways, being adaptable and agile in the way we work with others. Through engagement, empowerment and innovation we develop deeper understanding and discover new ways of achieving our goals.

Ngā Hononga Mahi | Working relationships

Functional Relationships

Internal:

Digital Services Manager, Digital team members, Finance and Facilities Management teams, UCOL Kaimahi

External:

Contractors, Vendors

Resource delegations and responsibilities:

Nil.

