

Administrator – Research & Rangahau Office

Kaupapa | Purpose

The Administrator – Research Office supports the effective delivery of research services across Toi Ohomai by providing high-quality administrative and project management support. The role strengthens the capability and responsiveness of the Research Office through culturally competent engagement, exceptional customer service, and the development of efficient systems and processes. This position contributes to a connected team environment and ensures accurate record keeping enabling successful research activities to occur across the region.

Reports to: Rangahau and Research Lead

Team: Academic Delivery & Development, Capability and Research

Remuneration: \$52,800 - \$72,544

Date: February 2026

Ngā mahi | Do

- Support the Head of Research and Research Office team to meet organisational research requirements through delivering efficient and effective administrative support.
- Develop, implement and maintain project management systems to ensure high-quality research project outcomes.
- Monitor research project budgets, finances and milestones through reporting requirements.
- Act as a responsive and knowledgeable first point of contact for research-related enquiries.
- Maintain and align Research Office administrative and project management systems with institutional requirements.
- Support the preparation of research documentation, records, correspondence and reporting.
- Plan, schedule and coordinate meetings, workshops, seminars and symposia, including ethics committee meetings.

Demonstrate commitment to:

Ākonga at the center through ensuring positive outcomes for ākonga in all aspects of their learning journey.

Te Tiriti o Waitangi and Māori Success by positively championing and contributing to the success of partnerships with Iwi, Hapū and Mana Whenua, honoring Te Tiriti o Waitangi to uplift Māori success.

Equity by identifying and removing barriers to participation and achievement, and fostering inclusive, culturally responsive environments where all ākonga and kaimahi can thrive.

Vocational Education Excellence through building responsive provision and services to meet the needs of ākonga, and stakeholders and to enable future sustainability.

Pūkenga | Have

- Minimum tertiary level qualification Business Administration or a related field or the equivalent body of knowledge gained through experience.
- 3yrs experience in a research office or tertiary environment
- Project management and reporting writing experience
- An understanding of the obligations to include Te Tiriti o Waitangi in workplace practices.
- Ability to support and advocate the use of Te Reo Māori, tikanga and Mātauranga Māori in the workplace.
- Ability to support and advocate approaches that promote equity and prioritise the needs of priority groups.

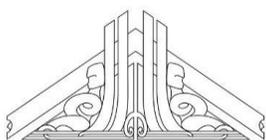
Waiaro | Be

At Toi Ohomai, Toiohomaitanga describes our way of doing and being. It reflects how we care for each other, work together, and uphold our shared purpose. These behaviours apply to all kaimahi, with expectations scaled to the nature and level of each role. They guide how we show up in our mahi, contribute to our collective success, and reflect our commitment to Ā mātou uara | Our values in everyday practice.

Ako: Demonstrates curiosity and a commitment to continuous learning. Applies new knowledge to improve practice and outcomes and actively contributes to a culture of shared growth. This supports toitūtanga by sustaining excellence and adaptability over time.

Authentic and Inclusive: Fosters inclusive environments where people feel safe, respected, and able to be themselves. Actively includes diverse perspectives, addresses inequities, and supports others to thrive. These behaviours reflect manaakitanga through care, generosity, and upholding the dignity of all.

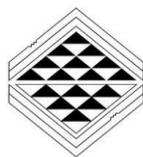
Connected: Builds and maintains strong, trusting relationships across teams and communities. Fosters cross-functional collaboration by sharing knowledge, aligning efforts, and supporting others to achieve shared goals. Communicates with empathy and respect, contributing to a shared sense of purpose. This strengthens whanaungatanga by nurturing meaningful connections and collective wellbeing.



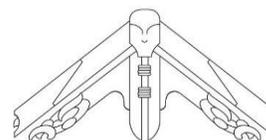
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

Innovative and impactful: Identifies opportunities to improve and applies evidence, creativity, and courage to drive meaningful change. Uses data and insights to inform decisions, challenge the status quo, and focus on outcomes that matter for ākonga, kaimahi, and communities. These behaviours reflect kotahitanga, recognising that lasting improvement is strengthened through collaboration and shared purpose.

Engaged: Actively participates in Toi Ohomai initiatives that advance our vision. Shares knowledge, supports others, and contributes to a positive, forward-focused culture. This is how we can live kotahitanga, working together with unity and purpose.

Self-aware: Demonstrates humility, reflection, and openness to feedback. Understands the impact of their actions and takes responsibility for creating conditions where others can thrive. This reflects toitūtanga through thoughtful and courageous practice that supports respectful relationships and sustainable ways of working.

Ngā Hononga Mahi | Working relationships

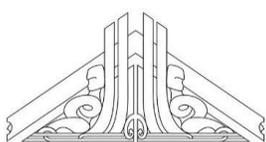
Internal: Research Office Team, Kaimahi Researchers, Academic Leaders and Research Committee Members

External: Ethics Committee members, External members of collaborative research teams and Contract Researchers

Resource delegations and responsibilities:

Financial: N/A

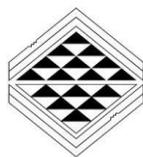
People: [N/A]



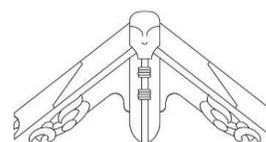
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA