

## **Contract / Health & Safety Administrator**

Aotea Electric Southern is a well-established, nationwide Electrical Services Company. We are seeking a Contract / Health & Safety Administrator within the Contracting division which will be based in our Dunedin branch.

This newly-created position will involve a wide variety of work for our high-profile and loyal clients and will be responsible for assisting the Contracting division with all areas of documentation and reporting. This position will also be a key role in managing and coordinating our Health & Safety systems across all divisions within our Dunedin branch.

### **The successful applicant will offer:**

- Experience with contract administration.
- Experience with Health & Safety administration and/or support
- Have a dedication to quality workmanship.
- Strong communication skills.
- Be able to work autonomously as well as within a team.
- A current NZ Drivers Licence
- A New Zealand Resident or currently holding a New Zealand work visa.

### **What we offer our committed employees:**

- The opportunity to work within the Aotea Group.
- Competitive remuneration package plus numerous staff benefits
- Excellent support and training
- Opportunities to grow and develop within the company.
- A strong and supportive environment with excellent health, safety & wellbeing systems.
- A future in an exciting company with the potential to join a staff share scheme.
- Team social activities.

If you are hardworking, conscientious, with experience and a well-developed sense of humour, then we want to hear from you.

Please only apply if you currently reside in NZ, are an NZ resident, or have a permanent NZ working Visa.

**APPLY NOW** with your CV and covering letter to the Contracts Manager at [gordon.brocket@aoteaelectric.co.nz](mailto:gordon.brocket@aoteaelectric.co.nz)

Please reply before **29 September 2021** to:

Gordon Brocket  
Contracts Manager  
Aotea Electric Southern Ltd  
PO BOX 922 Dunedin 9054

## Aotea Electric Southern Ltd

### Contract / Health & Safety Administrator – Position Description

#### POSITION PURPOSE

To undertake the duties of Contract/Health & Safety Administrator at Aotea Electric Southern Limited within the Contracting Division. The Contract/Health & Safety Administrator is responsible for providing administrative and general support to the Contracting Division. This position is also responsible for providing general Health & Safety administration and support for Aotea Electric Southern Limited across all divisions.

#### MAIN OBJECTIVES

1. To provide high-quality business and administrative assistance to the Contracts Manager and Contracting Division.
2. To assist the Aotea Electric Southern Contract Manager and Contract Supervisors in providing timely and accurate administration, project reporting, and financial accounts.
3. To provide general Health & Safety administration support for Aotea Electric Southern across the entire company and assisting with the continuous development and direction within the Health & Safety portfolio.

#### RELATIONSHIPS

<b>Reports to:</b>	Contract Manager – Aotea Electric Southern Ltd Or Delegated Representative
<b>Supervision of:</b>	N/A.
<b>Internal Relationships:</b>	CEO, Aotea Group Holdings Ltd General Manager, Aotea Electric Southern Ltd All Other Aotea Electric Southern Ltd Management and Staff
<b>External Relationships:</b>	Other Aotea companies, Clients/Customers, External Consultants, Inspectors, Suppliers, and wholesalers

#### LOCATION

You will perform the work at the location detailed in Schedule 1 of your employment contract being based in Dunedin.

#### TREATY OF WAITANGI

Aotea Electric Southern Ltd is committed to its honouring the principles under the Treaty of Waitangi. As an employee, you are required to give effect to the principles of the Treaty of Waitangi - Partnership, Participation, and Protection.

#### HEALTH AND SAFETY

Aotea Electric Southern Ltd is committed to achieving the highest level of wellbeing, health, and safety for its staff. All employees are expected to take initiative and identify, report, and resolve issues that may cause harm to themselves or others. As an employee of Aotea Electric Southern, the health and safety of clients and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times and to actively

participate in health and safety programs in your area. It is expected that you will report all accidents, near misses, or potential hazards to your manager.

## QUALITY AND RISK

Aotea Electric Southern Ltd is committed to the concept of quality improvement. As an employee, you are required to actively participate in quality improvement and risk management programs, as required.

## HOURS OF WORK

The normal hours of work for the position are set out within Schedule 1 of your employment contract based on a 40hr week.

## COMPLIANCE

To assist in ensuring compliance across the following categories

- ◆ Sub-Contractors engagement
- ◆ Building Act
- ◆ Aotea Group of companies Health and Safety Standards
- ◆ Health & Safety in Employment Act
- ◆ Electrical Regulations and NZ associated standards
- ◆ Aotea Group policies and procedures
- ◆ Accreditation and quality assurance
- ◆ Audits

## KEY TASKS/ACCOUNTABILITIES

- **Contract Administration**
  - Assist the Contract Manager and division with all contract progress claims, reporting, variations, financials, and general documentation as required.
  - Assist with reporting accurately and timely on final accounts
  - Assist with invoicing for various contracts and clients as required
  - Assist with monitoring policies and procedures of Aotea Electric Southern Ltd
  - Assist with As-Built manuals as per contract documentation
  - Assist with maintaining and enhancing customer relationships
  - Working alongside separate divisions in a team environment.
  - Assist with ensuring stock levels are kept to a minimum
  - Assist with Quality Control as directed by the Contracts Manager or delegated representative
  - Carry out other administrative duties as required
- **Health and Safety Administration**
  - Ensuring Health and Safety is carried out as per the Aotea Electric Southern's Health and Safety Policy for all Aotea Staff and sub-contractors
  - Ensure all Aotea staff are complicit with specific site Health and Safety requirements.
  - Assist with responsibility for all Plant as compliant with Health and Safety guidelines
  - Assist all divisions and managers with the implementation and coordination of our Health & Safety policies and procedures.
  - Assist with motivating staff regarding Health & Safety
  - Liaise with external Health & Safety advisor to ensure continuous improvements.
  - Report on milestones and objectives to the Contract Manager and General Manager
  - Attend the Health & Safety Steering Group Meeting and Staff representative meetings

- Assist with the management and coordination of Aotea Electric Southern’s Health & Safety documentation as required.
  - Support all divisions as required.
- **Financial**
    - Be aware of the financial objectives of any priced work. (i.e. hours, materials, timeframes)
    - Assist with variations and processing throughout the duration of the project in conjunction with the Contract Manager and Supervisors in a timely manner.
    - Report correctly and accurately on accounts/projects as required
    - Assist the Contract Manager and Supervisors on claims as required

The above key tasks will form the basis for assessing performance in the role.

**NOTE:** This job description has been prepared to assist in the appointment. All Aotea Electric Southern Ltd job descriptions are subject to review from time to time and may therefore be revised after consultation with the employee to suit changing service requirements.

### PERSON SPECIFICATION

- Creates an environment that:
    - Encourages individual actions and contributions
    - Values individual effort and innovation
  - Behaviour demonstrates cultural appropriateness.
  - Builds and maintains productive working relationships.
  - Must be able to develop strong client and staff relationships.
  - Is goal orientated and can articulate a vision.
  - Can work to deadlines
  - Can complete tasks with a high degree of accuracy
  - Work within a team environment as well as autonomously
- Work Experience/Qualifications**
- 5+ years previous accounts administration experience, including accounts receivable, accounts payable is preferred but not essential
  - Has previous experience in project administration
  - Previous experience with Health & Safety management or coordination is essential
  - Intermediate to advanced Microsoft office skills, including Outlook, Excel, Word, and PowerPoint
  - Excellent written and oral communication skills
  - New Zealand Drivers Licence
- Skills/Knowledge**
- Highly organised and motivated and can work to deadlines
  - Exceptional communication skills
  - High level of professionalism
  - Ability to develop rapport with others and to work effectively with teams.
  - Show initiative, innovation, and be proactive when dealing with problems and new situations to achieve acceptable results.

### Personal & Professional Development

- Assumes responsibility for personal and professional work education and development.
- Identifies any learning needs and participates in own performance review annually.
- Performs such other duties as reasonably required by the Fire Alarm Manager or delegated representative in accordance with the conditions of the position.

### Problem Complexity

- This position requires the incumbent to be independent and work as part of a team in his/her practice, to be able to make a decision and to be accountable for those decisions.
- The incumbent is required to utilise sound problem-solving strategies as required

*I have read this position description and attached schedules and am agreeable to undertaking the duties and key responsibilities as outlined.*

Employee \_\_\_\_\_

Date: \_\_\_\_\_

Employer \_\_\_\_\_

Date: \_\_\_\_\_