



JOB DESCRIPTION – Administration Manager

22 April 2009

Responsible to:	Chief Executive
Directly Supervising:	All Office Staff, Administration & Communications Coordinator
Functional Relationships With:	Hockey NZ Councils, Hockey NZ Board, Suppliers, Associations, FIH, Life Members, Ex-Officials, Awardees, SPARC, NZOC, Sponsors, Regional Sports Trusts, Gaming Trusts

Main Objectives

1. Ensure the effective administration of the Hockey NZ office as it relates to Communication, Information Technology and Office resourcing.
2. Liaise with Hockey NZ Board, Councils, Associations and Sponsors.
3. Act as a Personal Assistant to the CEO.

Key Tasks

Desired Outcomes

1. PERSONAL ASSISTANT

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| • Coordinating CEO's appointments and travel arrangements. | An organised CEO |
| • Collecting and screening CEO messages | Ensure CEO is not bogged down with work |
| • Communication link with all staff | Staff are well informed and happy |

2. ADMINISTRATION

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| • Supervise the Administration & Communications Coordinator | Organised and competent staff members |
| • Ensure the work habits of all staff are of a standard expected and agreed upon | A productive team |
| • Ensure all service requirements of the office are undertaken (includes IT requirements) | Office operating without interruptions |
| • Liaise, coordinate and report on the administrative activities of the various councils. | Functional and valued Councils |
| • Renew all Hockey NZ Insurance policies and office equipment lease. | Reduce risk Management |

- Ensure the communication and information servicing of Life Members, awardees and officials is done monthly. Valued members
- Coordinate AGM activities such as Awards, Dinner, Voting, presentations Timely nominations and a well presented AGM
- Coordinate Board meetings and ensure appropriate matters are communicated to board members and CEO. Board and CEO well informed to make decisions
- Manage the publication of the Annual Report Accurate records kept
- Update staff employment agreements and leave records. Accurate records kept
- Ensure Hockey NZ Constitution is updated and distributed where necessary. Accurate records kept
- Coordinate any Hockey NZ legal matters where necessary. Sport protected from risk
- Coordinate annual Administrators Conference. Well informed Associations
- Monitor and assist with RST-RSO-NSO relationships. Well serviced Associations
- Assist with hosting International Events Well run events to FIH standards