

## Position Description: Team Administrator & Contract Coordinator

### Directly responsible to:

Executive Assistant to GM Farming Excellence + Extension

### Directly responsible for the functions:

- **Diary, inbox, and meeting coordination** - providing proactive administrative support to ensure priorities are surfaced, time is used effectively, and meetings are well prepared and followed through.
- **Contract administration (document control and monitoring)** - maintaining accurate, traceable, and audit-ready contract records through disciplined SharePoint file management and proactive monitoring of key dates and documentation.
- **General administration and travel coordination** - delivering reliable administrative services, including travel bookings, event logistics, and processing of expenses and invoices, to support effective team operations.

### Our Vision

Thriving sheep and beef farmers, now and into the future.

### Strategic priorities:

Championing farming excellence – On-farm extension focused on enhancing productivity, productivity and sustainability; Investing in research and innovation to solve sector production challenges.

Advocacy – Championing farmers' interests; Shaping the future domestically and internationally.

Energising the sector – Leading, building trust, reputation and confidence; Proudly celebrating sheep and beef farming.

### Position purpose

The Team Administrator & Contracts Coordinator provides high-quality administrative and coordination support to the Farming Excellence and Extension teams, working closely with and supporting the Executive Assistant to the General Manager, Farming Excellence + Extension. A core focus of the role is the proactive management of the diary and inbox for the Head of Science and Research, including triaging correspondence, coordinating meeting requests, and ensuring time is allocated in line with priorities.

The role also provides contract administration support through accurate document control and proactive monitoring. This includes maintaining contract documentation in SharePoint, managing the contract register and Microsoft Planner, and monitoring key dates such as start, end, review, and renewal. Through disciplined document control, reliable administrative and travel processes, and practical day-to-day support, the role helps create an organised, efficient team environment that enables people and programmes to operate smoothly and successfully.

### Values

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Positivity and  
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## Key accountabilities

**Diary & inbox management**

**Contract Administration (File Management & Monitoring) Reporting**

**General Administration and Travel**

**Personal, team & project-based contribution**

**Health & Safety**

## Key accountabilities

## Job holder is successful when

### 1. Diary & inbox Management

*Proactively manage complex diaries, including prioritisation, scheduling, and diary clashes.*

*Monitor and manage inboxes, identifying priority items and communicating these to the inbox owner*

*Manage confidential and sensitive information with discretion and professionalism*

#### • **Diary reflects priorities and deadlines**

- Meetings are scheduled to optimise leaders' time, with clashes resolved proactively and minimal last-minute changes.
- Key deadlines, decision points, and preparation time are visibly protected in diaries.

#### • **Inbox is actively triaged and actioned**

- Relevant meeting requests and priority correspondence are identified, categorised, and either actioned or escalated in a timely manner.
- Urgent or high-risk items are flagged early, reducing missed actions or late responses.

#### • **Confidentiality and trust are maintained**

- Sensitive information is handled discreetly, with high confidence from managers in the accuracy and judgment applied to diary and inbox

### 2. Contract Administration (File Management & Monitoring)

#### *Document Management & Traceability*

- *Maintain an accurate and well-structured contract repository in SharePoint*
- *File all contract documentation in accordance with agreed naming conventions, metadata, and version control standards*
- *Ensure executed contracts, variations, and related correspondence are clearly identifiable and retrievable*

#### *Contract Monitoring*

- *Maintain and update the contract register*
- *Track key contract dates (start, end, review, renewal, notice periods)*
- *Set up and maintain monitoring tasks in Microsoft Planner linked to contract records*

#### • **Contract documentation is complete, accurate, and traceable**

- All contracts, variations, and related correspondence are correctly filed in SharePoint using agreed conventions.
- Executed versions are clearly identifiable, current, and easy to locate.

#### • **Contract monitoring is reliable and proactive**

- Key dates (start, end, review, renewal, notice periods) are accurately recorded and monitored.
- Contract owners receive timely alerts well in advance of upcoming expiries, reviews, or required actions.

#### • **Registers and monitoring tools are current**

- The contract register and Planner tasks are up to date, with clear ownership and status for each contract.
- Overdue, missing, or incomplete documentation is identified and followed up promptly.

#### • **Contracts filing and MS Planner are audit-ready**

- Contract files and MS Planner can be easily explained and validated during audits or reviews, with no reliance on personal knowledge or informal workarounds.

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Key accountabilities	Job holder is successful when
<ul style="list-style-type: none"> <li>• <i>Flag upcoming expiries, reviews, or missing documentation to the appropriate owner</i></li> <li>• <i>Support audit and assurance activities by ensuring files are complete, current, and traceable</i></li> </ul>	
<p><b>3. General Administration and Travel Coordination</b></p> <p><i>Arrange domestic and international travel, accommodation, and itineraries in line with organisational policies</i></p> <p><i>Work with team members to help plan in person or online events and associated logistics e.g. travel, catering, equipment</i></p> <p><i>Process expenses, invoices, and purchase requests where required</i></p> <p><i>Provide general administrative support, including document formatting, records management, and correspondence</i></p> <p><i>Assist with ad hoc administrative tasks to support team effectiveness</i></p>	<ul style="list-style-type: none"> <li>• Work is accurate, professional and timely.</li> <li>• Travel is booked for Farming Excellence team members, and invited external guests in a timely manner, following organisational policies.</li> <li>• All receipts are kept and attached to the appropriate expense claim. Items are coded in the 'Flexi-purchase' system and receipts are collated and included, for Key team members.</li> <li>• All invoices are signed off as appropriate and forwarded to Finance team before deadline; invoices are coded to the appropriate cost centre, and given to the appropriate manager or delegated authority for approval.</li> <li>• Administrative support to the EA to GM Farming Excellence + Extension as and when required.</li> </ul>
<p><b>4. Personal, team &amp; project-based contribution</b></p> <p><i>The Team Administrator &amp; Contract Coordinator will contribute to their own professional development, and organisational and team projects as required, to meet the priorities and needs of the business.</i></p>	<ul style="list-style-type: none"> <li>• Personal and professional development is proactively managed to meet the current and emerging capability needs of the role and the organisation, whilst supporting personal growth.</li> <li>• Where delegated, opportunities to represent the team in cross-organisation projects or committees are undertaken.</li> <li>• Team members, project leads and members and others value the contribution, expertise and professionalism of the employee.</li> </ul>
<p><b>5. Health &amp; Safety (“H&amp;S”)</b></p> <p><i>The Team Administrator &amp; Contract Coordinator will proactively engage in in all areas of health, safety and wellness of the organisation and industry.</i></p>	<ul style="list-style-type: none"> <li>• H&amp;S policies and processes are effectively implemented for all events delivered by the Team Administrator &amp; Contract Coordinator.</li> <li>• The delivery of safety compliant events ensures: <ul style="list-style-type: none"> <li>○ Attendees and facilitators have undertaken appropriate training;</li> <li>○ The Event Safety Management System is adhered to;</li> <li>○ Facilitators utilise administration and support material as appropriate to meet the requirements of Industry Standards;</li> <li>○ The required level of reporting, incident reporting and activity awareness occurs.</li> </ul> </li> <li>• Shows responsibility for own health, safety and wellbeing, is proactive in own actions to keep self and others safe and cooperates with local workplace safety management practices, policies and procedures that support a healthy, safe and well culture.</li> </ul>

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Key accountabilities	Job holder is successful when
	<ul style="list-style-type: none"> <li>Report any accidents or incidents as soon as possible through Audit, B+LNZ's safety management system, or to your manager.</li> </ul>

## Key relationships

### Key external relationships

Research partners, Contracted Providers, Industry Partners, Farmer Council members including Farmer Research Advisory Group.

### Key internal relationships

Executive Assistant to GM Farming Excellence + Extension, Head of Science and Research, Research Contracts Manager, Farming Excellence team, Extension Team, Finance team particularly the Accounts Administrator and Operations Accountant, Policy & Advocacy team, Corporate/Office Services.

## Location

At a B+LNZ office. Some travel may be required.

## Hours

Core business hours are Monday – Friday 8.30 – 5.00pm.  
 The incumbent may be required to work outside these hours from time to time.

## DATED: April 2026

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## PERSON SPECIFICATION: Team Administrator & Contract Coordinator

### Technical knowledge + expertise

- Demonstrated experience in a senior administrative, coordination, or team support role, ideally within a complex or fast-paced organisational environment.
- Strong proficiency in Microsoft 365 tools, particularly Outlook, Teams, SharePoint, Word, Excel, PowerPoint, and Microsoft Planner, with confidence managing document libraries, version control, and structured filing systems.
- Proven experience maintaining registers, trackers, or monitoring systems, with a high level of accuracy and attention to detail.
- Experience providing diary, inbox, meeting, and travel coordination support
- Experience supporting contract or records administration through document control and monitoring (without responsibility for drafting, negotiation, or legal interpretation)

### Education + experience

- A qualification in Business Administration, Office Management, or a related discipline (certificate or diploma level), or equivalent experience gained on the job.
- Ongoing professional development in administrative systems, records management, or digital tools (e.g. Microsoft 365) is desirable. A minimum of three years' experience in an administration or coordination role.

### Organisation, Planning & Systems Thinking

- Highly organised with the ability to manage multiple priorities, deadlines, and competing demands calmly and effectively.
- Strong systems focus, with the discipline to maintain consistent filing, naming conventions, and tracking practices.
- Proactive in anticipating upcoming actions, risks, or scheduling pressures and taking early action to resolve them.
- Able to follow established processes while also identifying opportunities to improve efficiency and clarity.

### Professional Judgment & Discretion

- Demonstrates sound judgment when handling confidential, sensitive, or high-risk information.
- Trusted to manage inboxes, documentation, and administrative processes with integrity, accuracy, and discretion.
- Understands role boundaries and works within scope, escalating issues appropriately rather than over-stepping into decision-making or specialist roles.

### Customer Orientation

- Does everything with the best interests of the customer, farmer, stakeholder or sector in mind
- Has a clear understanding of other groups' business priorities and how you can impact them
- Is dedicated to meeting the needs of internal and external customers
- Able to stand in customers' shoes, show empathy and uncover their needs and experiences
- Communicates ideas and solutions and brings the customer along on the journey
- Builds trust and respect over time as delivers on promises

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## PERSON SPECIFICATION: Team Administrator & Contract Coordinator

### Communication, Collaboration + Relationships

- Builds appropriate rapport and maintains relationships with all people, up, down and sideways, inside and outside the organisation and across a variety of functions and locations
- Adjusts communication content and style to meet the needs of the audience
- High level of competence in verbal and written communication in a variety of settings
- Provides timely and helpful information to others and keeps people informed
- Is seen as a team player, who is cooperative, contributes ideas and encourages and initiates collaboration

### Drive + results focused

- Works independently/autonomously, managing own time, priorities and deadlines effectively with the flexibility and adaptability to attend to urgent and unscheduled tasks
- Able to manage workload, tasks and priorities effectively and can be counted on to deliver agreed outputs
- Shows initiative, is proactive and able to self-direct

### Personal attributes

- A champion of the culture of the organisation
- Adheres to and promotes the core values of the organisation
- Has a personal commitment to personal excellence; displays honesty, integrity, and a strong sense of ethics in all decisions and actions
- Instils trust, keeps confidences and honours commitments
- Intuitively knows what is right and will do the right thing when no-one is looking
- Establishes an environment of respect and trust when working to advance cross cultural understanding
- A willingness to develop and apply a growing understanding of Te Ao Māori, tikanga, and Te Reo with their work
- Must have a strong commitment to furthering the success and prosperity of the New Zealand sheep and beef industry

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