

JOB DESCRIPTION

Kairuruku Umanga | Business Coordinator (Full-time position)

Role: Kairuruku Umanga | Business Coordinator
Teams: Academy & Operations and External Engagement
ELT Report to: Tumu Whakahaere | Chief Operating Officer
Functional Responsibility to: Chief Operating Officer and Director – External Engagement
Date updated: July 2026

The Royal Society Te Apārangi advances and promotes science, technology, and the humanities. Our goal is to grow pathways of knowledge so that science and research can be shared for the benefit of all New Zealanders.

Our functions include promoting public understanding of and trust in science and research; celebrating and funding excellent science and research; delivering tailored programmes to support science teachers, rangatahi, and early-career researchers; and providing expert advice to government and communities to inform decision-making.

PŪTAKE TŪRANGA | POSITION PURPOSE

The Business Coordinator role provides proactive personal administrative support to two members of the Society's Executive Leadership Team, and efficient business coordination and administrative support to their teams.

Specifically, the role is responsible for team administration, meeting and travel bookings, secretariat support for agendas and minutes, routine contract and financial administration, coordinating team reporting, records management, and monitoring and managing team workflows.

Working collaboratively across the organisation, the Business Coordinator must exercise sound judgment and handle personal and commercial information with appropriate care and confidentiality.

NGĀ TŪHONOHONO | RELATIONSHIPS

Reporting to the Tumu Whakahaere | Chief Operating Officer, the Business Coordinator will provide personal administrative support to both the Chief Operating Officer and the Director of External Engagement.

The role will work closely with staff in the Academy & Operations team and the External Engagement team.

Other internal relationships include engagement with other members of the Executive Leadership Team, other kaimahi staff, and the wider membership of the Society.

MĀNGAI PŪTEA | FINANCIAL AUTHORITY

Nil.

TE MAHI | KEY TASKS AND ACCOUNTABILITIES

1. Personal administrative support

- Provide personal administrative support to the Tumu Whakahaere | Chief Operating Officer and the Tumu Tūhonohono | Director of External Engagement, including:
 - Managing diaries and organising internal and external meetings;
 - Booking travel arrangements;
 - Preparing agendas, meeting papers, and/or briefings;
 - Drafting meeting minutes and managing follow-up actions;
 - Monitoring email traffic and drafting routine email correspondence; and
 - Other personal administrative support, as required.
- Support governance processes, including administrative and logistical support (as above).
- Coordinate governance member participation, honoraria, and reimbursements.

2. Team coordination and administration

- Coordinate team calendars, internal meetings, and routine team administrative processes.
- Monitor team workflows and follow up on outstanding information or actions, as required.
- Prepare team documents, presentations, spreadsheets and other team materials.
- Respond to routine requests and refer matters requiring specialist or management judgement.
- Provide business coordination cover and project support across the organisation, as required.
- Support as requested with proofreading and checking materials (particularly corporate communications) for accuracy and consistency with the Society's Writing Style Guide.

3. Meetings, travel, and events

- Coordinate internal and external meetings, workshops, visits, conferences, and events, including scheduling, invitations, venue bookings, online meeting arrangements, catering, and materials.
- Prepare, collate, and distribute meeting agendas and papers.
- Draft minutes and meeting notes and maintain action/decision registers.
- Arrange approved travel and accommodation in accordance with organisational policies.
- Provide practical support before, during, and after meetings and events, including events involving school-aged students.
- Provide courteous and culturally appropriate service to all visitors and stakeholders.
- Administer registrations, invitations, tickets, and RSVPs for events, and maintain accurate records of attendance, demographics, and feedback.
- Assist with proofreading and checking invitations, programmes, signage, and presentations for accuracy and consistency with the Society's Writing Style Guide.

4. Contract management

- Provide administrative support across the contract lifecycle, including to:
 - Collate, validate and prepare documentation for new contracts;
 - Undertake initial checks of information;
 - Prepare approval documentation;
 - Manage contract execution, including signature, variations, and extensions, as required;
 - Maintain contract records;
 - Monitor delivery against key milestones and contract obligations;

- Report on contract performance and help develop reporting tools and systems; and
- Contribute to contract close-out processes, including financial reconciliation and reporting.

5. Financial and supplier administration

- Support financial reconciliation processes, ensuring information is complete, appropriately authorised and correctly coded before processing.
- Process approved invoices, purchase requests, expense claims, honoraria, reimbursements, and travel costs.
- Prepare invoice requests where required and ensure all financial documentation aligns with organisational policies and procedures.
- Maintain oversight of financial workflows to support transparency and audit readiness.
- Maintain routine administrative records and escalate any discrepancies.
- Liaise with the finance team, suppliers, and employees to resolve administrative queries, as required.

6. Information and records management

- Maintain accurate, accessible, and appropriately secured records in approved systems.
- Implement approved file naming, scanning, digitisation, retention, and archiving approaches.
- Protect confidential, commercially sensitive, and personal information.
- Adhere to all privacy and information-security requirements, and promptly report any known or suspected privacy or security breaches.
- Identify any data quality or integrity issues and arrange correction or escalation, as appropriate.

7. Continuous improvement and projects

- Contribute to the ongoing improvement of administrative systems, processes, and templates.
- Identify opportunities to enhance efficiency and effectiveness in business coordination.
- Support the development and roll-out of new tools and systems (including via the ethical and appropriate use of AI).
- Document updated processes and support team colleagues to understand and adopt them.
- Share knowledge and contribute to consistent business-support practices across the organisation.
- Coordinate or contribute to special projects, as agreed with Directors.

8. Other duties

- Demonstrates the Society's values and expected standards of conduct.
- Contribute to a respectful and inclusive workplace.
- Work in a manner that supports the Society's commitments to Te Tiriti o Waitangi.
- Undertake additional responsibilities as reasonably required to support the objectives of the Academy & Operations and the External Engagement teams, and the wider organisation.

NGĀ WHANONGA PONO | BEHAVIOURAL COMPETENCIES

Delivers results

- Takes responsibility and is comfortable with making decisions and taking ownership of their work.
- Achieves results by working collaboratively with a range of individuals within the organisation.
- Demonstrates a high level of attention to detail.
- Has a commitment to achieve at a high level at all times.
- Sets clear and realistic objectives, and meets agreed objectives.
- Is self-motivated with ability to work with minimal supervision.
- Meets deadlines.

Relationship management

- Takes responsibility for developing and maintaining relationships that enhance the achievement of objectives and further the Society's goals.
- Relates well to people inside and outside the organisation and builds appropriate rapport.
- Proactively and effectively manages internal and external relationships, working in partnership with a wide range of stakeholders, adding value to business decisions.
- Understands the values, needs, and aspirations of current and potential partners.

Teamwork

- Positively contributes to team dynamics.
- Builds cooperative effective relationships internally and with other external individuals and groups and takes responsibility for facilitating positive outcomes.
- Participates effectively as a team member in wider, diverse, and cross-disciplinary teams, which may involve external participants.
- Encourages contributions by being receptive to new ideas, listening to everyone's opinions and explaining why some contributions cannot be acted on.

HEALTH, SAFETY AND WELLBEING

- Take responsibility for working in a safe manner.
- Proactively identify and help manage risks to health, safety and well-being.
- Comply with all policies and procedures to ensure the safety of self and team.

NGĀ UARA | OUR VALUES

Mahi Tahi | Collaboration

- We listen, share, and embrace others' views.
- We ask for input and offer assistance.
- We actively collaborate on projects to ensure the best outcome.
- We actively build trust with internal and external stakeholders.

Kanorautanga, Mana Ōrite, Manaakitanga | Diversity, equity and inclusivity

- We seek, embrace, and value diversity.
- We bring our whole selves to work.
- We treat everyone fairly and equitably.
- We value the thoughts and perspectives of everyone.

Whakaaro Arohaehae | Critical thinking

- We use peer-reviewed evidence in our decision-making.
- We draw on the most recent and local evidence available.
- We test facts and evaluate their applicability to our work.
- We value appreciative enquiry and are open to constructive challenge.

Pono | Integrity

- We listen.
- We tell the truth.
- We show discretion and respect confidences.
- We treat everyone with respect as we would like to be treated.
- We stand up for what is right.
- We stand firm when required, and follow through on promises and commitments.
- We provide frank and fearless advice.

Toitūtanga | Sustainability

- We act in ways that reduce our impact on the planet.
- We embrace innovation to reduce our footprint.
- We use our resources – time, funding, and materials – wisely.

Pūrangiaho | Transparency

- We set clear expectations of ourselves and others.
- We lead by example and through our actions.
- We encourage open discussion and active listening.
- We share information openly, while protecting sensitive information.
- We are able to say 'no' when we need to, and why we cannot meet the request.