



"Accelerating the development and adoption of market based Green Building practices in New Zealand"

Technical Administrator

January 2020

Position Title:	Technical Administrator
Reports To:	Senior Manager - Buildings and Communities
Background:	<p>The New Zealand Green Building Council (NZGBC) is a not-for-profit, industry organisation dedicated to accelerating the development and adoption of market-based green building practices. The Council achieves these aims through:</p> <ul style="list-style-type: none"> • Setting standards of industry best practice, primarily through the adaptation and development of environmental rating systems for the built environment; • Influencing policy through leading and demonstrating best practice, advocacy through industry networks and supporting a research agenda that will influence the market; • Education and training for all areas of the building industry value chain, through professional continuing education, selected green building modules and cross industry collaboration with other industry organisations; and • Providing access to networks, information and the latest global resources for our members to actively lead the New Zealand market. <p>NZGBC offers challenges and opportunities for ambitious, ethically motivated individuals to make a difference, whilst developing their careers.</p>
Hours of Work:	37.5 hours per week to be carried out between 8.30am – 5pm, Monday to Friday with some flexibility. There will be a requirement to accommodate events and stakeholder engagement needs outside these times.
Location:	You are expected to carry out your work duties in Auckland or at other sites through New Zealand as from time to time directed by NZGBC.
Purpose of Position:	To provide technical and certification support internally to the technical team and externally to assessors and project behalf of the NZGBC.

<p>Nature and Scope of the Position:</p>	<p>The NZGBC operates a range of environmental rating tools for commercial and residential buildings. This includes Green Star, which was first introduced by the NZGBC in 2007, NABERSNZ- the operational energy tool which was launched in June 2013, Homestar - the residential environmental rating tool launched in 2011 and the recently launched HomeFit tool for existing homes.</p> <p>The role of Technical administrator is to support the team in successfully delivering these tools,</p> <ul style="list-style-type: none"> - Delivering administration support to the technical team, in particular assisting projects through certification. - Contributing to the on-going improvement and development of the processes behind the technical and certification systems, including new tool development and tool review projects
<p>Key Tasks:</p>	<ul style="list-style-type: none"> ➤ Technical Certification Support ➤ Assist projects where needed through the project registration, auditing, assessment and certification stages of the certification process. ➤ Maintain records for all work undertaken. ➤ Assist in maintaining the Technical Clarifications and Credit Interpretation Request database for all tools. ➤ Industry Engagement ➤ Respond to queries relating to certification. ➤ Coordinate and liaise with industry experts on technical issues relating to NZGBC rating tools. ➤ Support the membership and marketing team to promote the benefits of certification to industry through industry engagement, direct contact and networking. ➤ Contribute to the NZGBC communication initiatives as required (website content, fact sheets, case studies, newsletters, etc.). ➤ Administration ➤ Undertake detailed word processing and Excel-related tasks ➤ Answer queries via phone and email. ➤ Contribute to the NZGBC communication initiatives (website content, fact sheets, case studies, newsletters, etc). ➤ Perform administrative duties such as contract administration, scheduling meetings and workshops, preparing project certificates, proofreading, and preparing presentations. ➤ Contribute to the NZGBC communication initiatives as required (website content, fact sheets, case studies, newsletters, etc.).
<p>General:</p>	<ul style="list-style-type: none"> ➤ Proactively and professionally carry out duties as requested by Technical Managers and Technical Coordinators. ➤ Adhere to all legal and organisation requirements. ➤ Actively support the team work ethic, values and goals. ➤ Actively engage at organisation level events, brainstorming and meetings. ➤ Suggest areas of training and support which could enhance your productivity

	<p>and quality of life.</p> <ul style="list-style-type: none"> ➤ Maintain company equipment.
Functional Relationships:	<p><i>Internal</i></p> <ul style="list-style-type: none"> ➤ Director of Market Transformation ➤ Technical Managers and and Technical Coordinators ➤ NZGBC employees including contractors and volunteers ➤ Senior Manager - Buildings and Communities <p><i>External</i></p> <ul style="list-style-type: none"> ➤ Homestar and HomeFit Assessors and Auditors ➤ Building and construction sector stakeholder representatives and NZGBC members ➤ Green Building Council of Australia (GBCA) and other Green Building Councils ➤ Energy and Efficiency and Conservation Authority (EECA) ➤ Research providers ➤ Local and central government departments
Suggested qualities and capabilities:	<ul style="list-style-type: none"> ➤ Microsoft Office skills – advanced level ➤ Well-developed technical writing and proofing skills, eye for detail ➤ An ability and interest to learn technical information ➤ Self-motivation ➤ Dynamic and adaptable to change, process driven ➤ Ability to work in as a key member of a small team ➤ Willingness to be a proactive member of a small innovative organisation, where everyone makes things happen ➤ Flexible commitment to growth and change with the motivation to grow into new roles as organisation changes
Experience	<ul style="list-style-type: none"> ➤ Up to two years industry experience in a related field or recent graduate in relevant field. ➤ Presenting and stakeholder engagement experience desirable