

REQUEST FOR PROPOSAL

Contract	New Zealand Archaeological Association (NZAA) Administration Officer
Reporting to	The contractor reports to the President of NZAA
Direct reports	None, liaison with NZAA volunteers will be required.
Contract status	The Contractor will be an independent contractor and not an employee or agent of the Association. The parties to the contract will acknowledge that the real nature of their relationship is that of independent contractor and principal and that the Contractor is in business on their own account. The Contractor will be responsible for the contractor's own liability for tax, ACC levies, and all other liabilities and expenses, of whatever nature, relating to the contractor. The Contractor will indemnify and save harmless the Association from all such taxes, levies, and other expenses.
Indicative scope and fee range	It is envisaged the contract services will require up to 16 hours per week, but this may not be spread evenly throughout the year. Anticipated fee range depending on skill and experience of contractor is \$60 - \$70 per hour plus GST (if applicable).
Overview of the organisation	<p>NZAA (the Association) is an Incorporated Society and a registered charity. NZAA was formed in 1954 and has a membership of approximately 350 individuals and institutions. The Association has a Strategic Plan, available on our website, and an annual business plan and budget. Projects are developed in line with the goals of the Strategic Plan within a framework that includes objectives and measurable outcomes, timelines, and budget requirements.</p> <p>NZAA is governed by an elected Council. Council consists of the President, Vice-President, Immediate Past President, Secretary and Treasurer, this group form the Executive of Council. In addition, there are four non-executive Council members who are also officers of the Association. The Association also relies on several volunteer roles that are not held by Council members.</p> <p>NZAA owns and administers ArchSite which is the national inventory of archaeological sites. ArchSite is an on-line subscription-based service and is administered by a part-time contractor. In addition, there is a Central Filekeeper who is employed by Heritage New Zealand who oversees data quality and the paper based archived record system. ArchSite is governed by a board that is a sub-committee of NZAA Council.</p>
Purpose of contract role	<p>The Administration Officer role is to support the activities of NZAA Council and volunteer position holders, and to provide member services. This will be achieved by ensuring that all administrative and associated tasks are completed in a professional and timely manner.</p> <p>NZAA Council is working on a project to streamline and modernise all administration processes and procedures so that volunteer effort can be focussed on outputs. The Administration Officer will have a key role working alongside the executive office holders to assist with the design and implementation of improved processes, as well as identifying further efficiencies and new ways of working.</p>

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	The Administration Officer will often be the first point of contact for prospective new members, purchasers of publications, or interested members of the public. It is essential that the Administration Officer reflects the professional and ethical standards of NZAA.
Schedule of Services to be provided	<ul style="list-style-type: none"> ▪ Respond to all incoming matters (including but not limited to general and specific queries, publication orders, membership applications, etc) in a timely manner, or refer on as appropriate ▪ Support the editor of Archaeology in New Zealand (quarterly publication) as required including collating contributions from Council or volunteer roles and events ▪ Support the editor of the Journal of Pacific Archaeology as required ▪ Support the editor of the NZAA Monographs series as required ▪ Support the volunteer Submissions Coordinator and maintain a schedule of submission opportunities as required ▪ Provide some administrative support to the volunteer organisers of events, including the annual conference and Archaeology Week, under the guidance of the President ▪ Provide organisational and administrative support for professional development workshops, seminars, and training opportunities ▪ Maintain the integrity of the membership database and manage the yearly renewal cycle ▪ Provide administrative support to Council in relation to various governance matters, including the organisation's statutory reporting requirements in conjunction with the accountant ▪ Provide reports to Council meetings (held quarterly) as/when directed by the President ▪ Attend Council meetings and record minutes, arrange agenda and circulation of reports in conjunction with the President and Secretary ▪ Support the volunteer webmaster and social media personnel as required ▪ Other tasks as directed by the President
Requirements of the position (selection criteria)	<p>Skills and qualifications:</p> <ul style="list-style-type: none"> ▪ Previous administration and clerical experience; experience in and understanding of the not-for-profit sector would be advantageous ▪ Demonstrated proficiency in a broad range of Microsoft Office products and other software applications ▪ Experience with web content management <p>Capabilities:</p> <ul style="list-style-type: none"> ▪ Ability to work effectively with limited supervision, with the capacity to collaborate with others where required ▪ Excellent interpersonal, verbal, and written communication skills

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	<ul style="list-style-type: none"> ▪ Highly-developed organisation and time management skills, including the ability to take responsibility for tasks, to work to deadlines and to manage multiple / competing programs of work ▪ Demonstrated ability to learn new software applications quickly and on the job ▪ Flexibility to respond efficiently to changing priorities ▪ Ability to take direction and report to manager ▪ Ability to liaise with stakeholders from a variety of settings, both internal and external ▪ Sound judgement and problem-solving skills ▪ Excellent attention to detail and good record-keeping
Key stakeholders (internal/external)	<p>NZAA Council members</p> <p>NZAA members, subcommittees, contractors, and volunteer roles</p> <p>Iwi/hapū</p> <p>Heritage New Zealand</p> <p>Department of Conservation</p>
Work, health, and safety	The Contractor will be responsible for the contractor's own safety and health. The Contractor must comply with the Health and Safety at Work Act 2015, any regulations made under that Act, and any health and safety policies, directives, or procedures of the Association.
Other	<ul style="list-style-type: none"> ▪ The contractor must have the right to live and work within Aotearoa/New Zealand. ▪ The contractor must supply their own laptop and other relevant equipment. ▪ Reimbursement of pre-approved expenses, such as travel, accommodation, vehicle mileage and out of pocket payments will be provided. ▪ Travel may be required within Aotearoa/New Zealand.
Term of contract	<ul style="list-style-type: none"> • Annual contract with renewal by mutual agreement
Closing date for proposal	<ul style="list-style-type: none"> • 28 October 2022
Address for submission of proposal	<ul style="list-style-type: none"> • The President, NZ Archaeological Association; by email to president@nzarchaeology.org