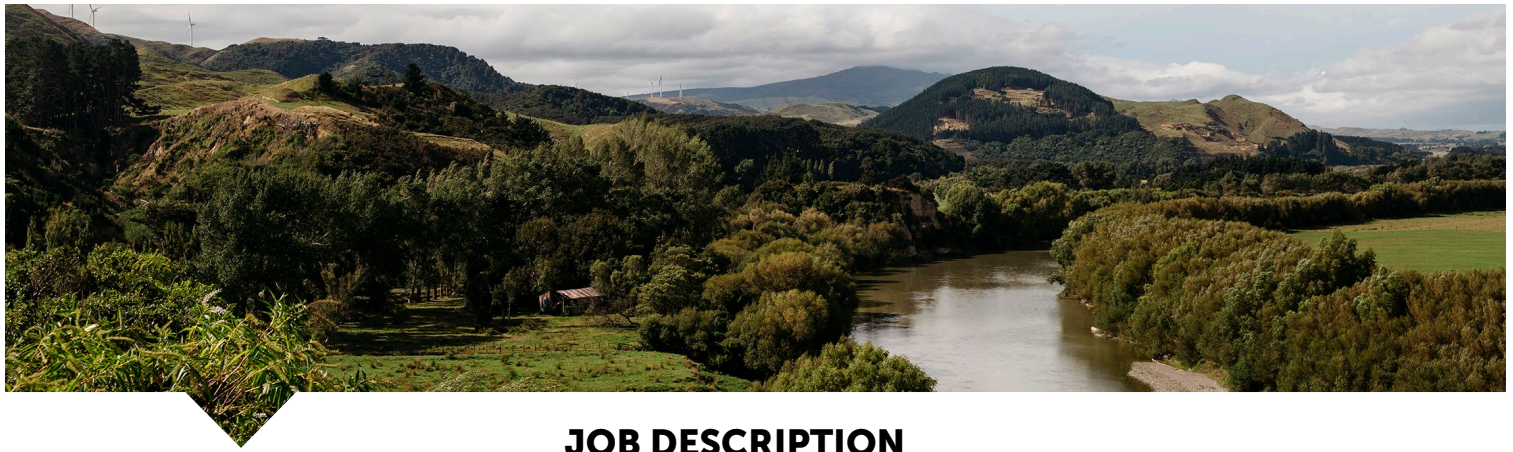
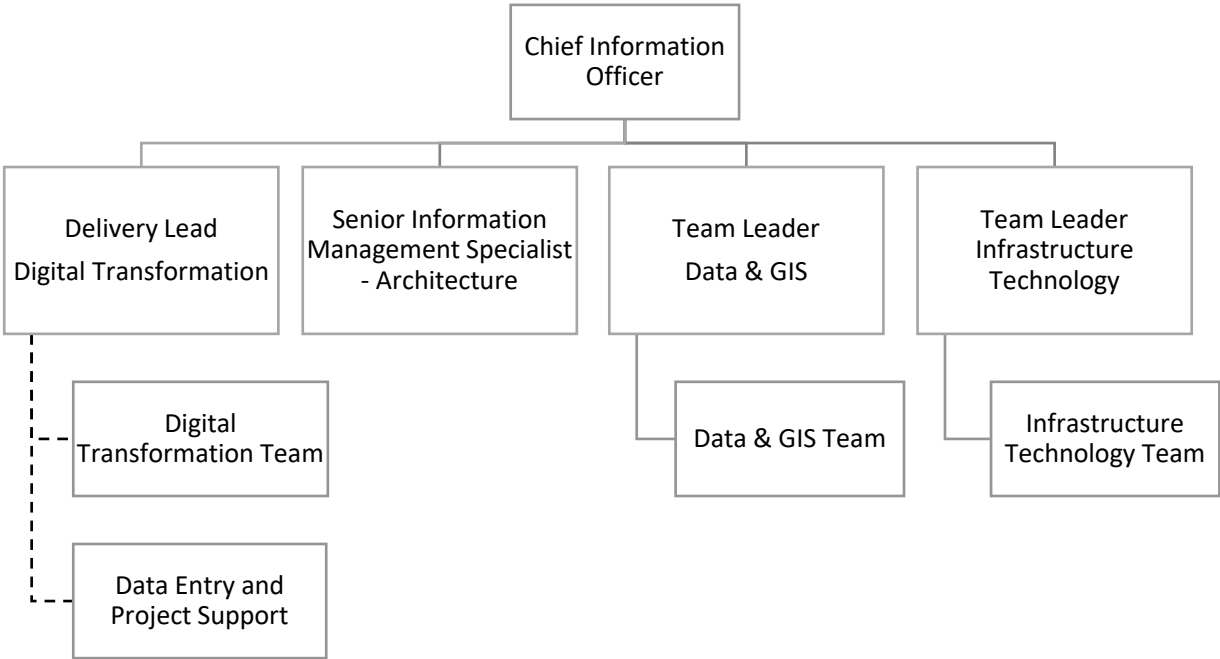




JOB DESCRIPTION

Job Title:	Data Entry and Project Support Administrator
Work Unit:	Information Services Team, Regional Services & Information Group
Responsible to:	Chief Information Officer, Delivery Lead (Operational)
Position purpose:	The Data Entry and Project Support Administrator play a vital role in ensuring accurate and efficient data management, supporting the administrative aspects of Projects delivered as part of Horizons Digital Transformation Programme. This includes assisting with tasks related to the development of training material, data capturing, audit and testing process, facilitating system implementation efforts, and contributing to the successful delivery of projects.
Salary:	\$59,346 (85%) – \$69,819 (100%)
Grade:	9
Date:	August 2026

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
- Regional and Territorial Authorities - Consultants and Contractors - Vendors and Implementation Partners	- Executive Team - Regional Services & Information - Strategy & Regulation - Natural Resources & Partnerships - River Management - Corporate - Catchment Data - Emergency Management - Consents and Compliance - Policy - Research & Innovation - Freshwater Management - Land Management - Pest Management - River Management Investigation & Design - Area River Engineers - Finance - Rates - Information Technology - Comms

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Data Entry and Management	
- Enter, update, and maintain data in organisational systems and databases with a high degree of accuracy. - Verify and validate information to ensure data integrity across projects.	- Data is entered accurately and within specified timeframes. - Backlogged records are cleared, and automated policy reporting runs smoothly. - Data discrepancies are promptly identified and resolved.
Administrative Support	
- Perform administrative tasks related to the Audit and Testing Process, including: - Auditing and verifying consent records. - Preparing and managing data required for testing activities. - Supporting compliance teams with monitoring and reporting activities. - Ensure all testing and administrative tasks are completed to meet project requirements.	- All administrative tasks related to the Regulator Project are completed accurately and on time. - The project team has access to accurate, well-organised data for compliance monitoring.
Testing and Quality Assurance	
- Assist in creating and maintaining test cases, scripts, and scenarios for validating system functionality. - Support the execution of testing phases, including system testing and user acceptance testing (UAT). - Record and document test results, report issues, and track resolution progress.	- Test cases are documented clearly and executed on schedule. - System / Data issues are logged, reported, and resolved promptly. - Testing results align with project requirements and compliance standards.

Collaborate with project teams to ensure QA processes meet project goals and compliance standards.	
Development of Training Materials	
- Assist in designing training materials to support system users and stakeholders involved in the IRIS NextGen implementation. - Create user-friendly guides, workflows, and instructional resources in collaboration with subject matter experts. - Support training sessions by providing logistical assistance and addressing participant queries.	- Training materials are well-structured, accurate, and tailored to user needs. - Stakeholders feel supported and prepared to use the IRIS NextGen system effectively. - Training sessions are conducted smoothly, with positive feedback from participants.
Project Coordination and Support	
- Provide administrative support to project teams, including maintaining documentation, tracking deliverables, and ensuring timelines are met. - Assist with managing project-related tasks during the testing and quality assurance phases.	- Project deliverables are tracked and completed according to the project timeline. - Communication between project teams and stakeholders is clear and effective. - Administrative tasks are managed efficiently, enabling the project team to focus on critical milestones.
Reporting and Compliance Monitoring	
- Generate and maintain reports to track project progress, testing results, and compliance performance. - Support compliance teams by ensuring required data is readily available for reporting and decision-making	- Reports are accurate, timely, and align with project and compliance needs. - Compliance teams can access the required data without delays. - Monitoring and reporting processes contribute to informed decision-making.
Collaboration and Communication	
- Work closely with team members (e.g., Compliance, QA, GIS, and Project Management teams) to ensure alignment on project requirements and timelines. - Provide updates and communicate progress on tasks to stakeholders effectively.	- Team members and stakeholders are kept informed of progress and updates. - Collaboration results in smooth workflow coordination and issue resolution. - Communication is clear, professional, and contributes to project success.
Corporate Contribution	
- Maintain own professional development. - Undertake Performance Development tasks/responsibilities. - Undertake Health and Safety tasks/responsibilities. - Participate in emergency management training and activities as required. - Participate and contribute to corporate projects and inter-departmental initiatives as agreed. - Maintain Council plant and equipment. - Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting).	- Appropriate training and development undertaken as agreed. - Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. - Contribution to projects and corporate initiatives is effective and valued. - Administration requirements are completed timely and accurately.

PERSON SPECIFICATION

Essential:

- Strong communication and interpersonal skills to liaise effectively with users, technical teams, and stakeholders.
- Proven problem-solving mindset with the ability to prioritize tasks in a fast-paced environment.
- Ability to work both independently and collaboratively within a team.
- Strong attention to detail and commitment to delivering high-quality outputs.
- Customer-centric approach with a focus on user satisfaction.
- Ability to analyse and interpret service metrics and performance data.

Desirable:

- Further qualifications in administration, data management, or project support.
- Familiarity with QA tools, testing methodologies (e.g. Jira, TestRail), and user acceptance testing (UAT).
- Experience developing training resources for software or system implementations.
- Familiarity with automated data reporting systems and processes.
- Exposure to compliance monitoring, auditing, or regulatory projects.
- Ability to coordinate communication across multiple departments or teams.

Knowledge/Experience

- Proven experience in data entry, data management, or administrative roles.
- Previous involvement in project support, system implementation, or testing processes.
- Experience creating and maintaining documentation, including training materials.
- Understanding of data structures, relationships, and requirements for accuracy and consistency.
- Reporting and information analysis tools.

KEY JOB COMPETENCIES

Detailed Working Knowledge

- Proficiency in using databases, data entry tools, and reporting platforms.
- Understanding data structures and relationships to ensure accuracy and consistency.
- Familiarity with reporting tools (e.g., Excel, Power BI) and QA processes or software.

Skills and Attributes

- Attention to Detail: Ability to ensure accuracy in data entry, documentation, and reporting.
- Organizational Skills: Proven ability to prioritize tasks, manage multiple deadlines, and maintain comprehensive records.
- Technical Proficiency: Working knowledge of:
 - Data systems.
 - Reporting tools (e.g., Excel, Power BI).
 - QA processes and software (e.g., testing tools).
- Communication: Strong written and verbal communication skills for effective collaboration and stakeholder engagement.
- Problem-Solving: Ability to troubleshoot issues and suggest process improvements proactively.
- Team Collaboration: Capable of working effectively within a team and liaising with various departments and stakeholders.

HORIZONS KEY COMPETENCIES

Customer Focus	Commitment to meeting the needs of anyone they work for and with including colleagues.
Job Knowledge	Have the knowledge and skills to perform the requirements of the position.
Communication	Use written and verbal language and style appropriate to the audience and context.
Teamwork	Work constructively with people as a team member to achieve a common goal.
Dependability and Commitment	Reliable and dedicated to achieving results.
Continuous Improvement	Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.
Organising for Results	Ensures work is completed effectively and within agreed deadlines.

PERSONAL ATTRIBUTES

- Demonstrates initiative and resourcefulness by proactively identifying opportunities for improvement and taking action to address challenges and resolve issues.
- Works effectively in a dynamic environment and adapts positively to changing priorities, emerging requirements and competing deadlines.
- Maintains a high level of professionalism, integrity and confidentiality when handling sensitive information and interacting with colleagues, stakeholders and customers.
- Is committed to delivering high-quality outcomes and providing exceptional service and support to both internal teams and external stakeholders.
- Demonstrates a commitment to continuous learning by actively developing knowledge, embracing new technologies and keeping abreast of emerging trends, tools and industry best practices.
- Alternatively, if you want them to align more closely with the style used in your other revised JDs:
- Demonstrates initiative and takes ownership of responsibilities, actively identifying opportunities to improve processes, systems and outcomes.
- Adapts readily to changing priorities and organisational needs, maintaining effectiveness in a dynamic and evolving work environment.
- Upholds high standards of professionalism, integrity and confidentiality in all interactions and when handling sensitive information.
- Maintains a strong customer focus and is committed to delivering high-quality service and positive outcomes for staff, stakeholders and the organisation.
- Embraces continuous learning and professional development, remaining open to new technologies, ideas and ways of working that support organisational improvements.

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents, and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

NGĀ UARA O NGĀ PAE | HORIZONS VALUES



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

Approved: _____ (Manager) Date: ____/____/____

Read and Understood: _____ (Incumbent) Date: ____/____/____