



NEW ZEALAND
RED CROSS
RIPEKA WHERO AOTEAROA

POSITION DESCRIPTION

Be part of our mission:

*To improve the lives of vulnerable people
by mobilising the power of humanity
and enhancing community resilience.*

To find out more about our kaupapa, and what we stand for, visit redcross.org.nz

Job Title: **Advisor Contracts and Reporting**

Group: **Migration**

Location: **Flexible**

Reports to: **General Manager Migration**

Position status: **Fixed Term Part Time (0.6 FTE)**

Version date: **March 2025**

OUR PURPOSE

New Zealand Red Cross (NZRC) has always been about good people doing good things. We're part of the world's largest humanitarian network, helping vulnerable people and those affected by disaster and conflicts. We've been working in New Zealand for more than a century and today you'll find us lending a hand in communities throughout Aotearoa New Zealand – we're here for good.

DIVERSITY AND INCLUSION

We are committed to providing an environment where all people feel welcomed, valued and seen in their identities.

THE TREATY OF WAITANGI

New Zealand Red Cross is working towards understanding our obligations under the Te Tiriti o Waitangi principles. New Zealand Red Cross engagement with Te Tiriti o Waitangi is recognised as ethical best practice in relation to the application of the Red Cross Fundamental Principles and the desire of New Zealand Red Cross people to build meaningful relationships with Māori as tāngata whenua.

WHAT WE STAND FOR

The Red Cross Fundamental Principles guide all we do, whether we're helping people in New Zealand communities or providing urgent relief in an international disaster.

ABOUT THE GROUP

Migration

The Migration Group provides community refugee settlement programmes in Aotearoa New Zealand, supporting and empowering new Kiwis as they rebuild their lives here. We support former refugees and vulnerable migrants through several programmes, including Pathways to Settlement, Pathways to Employment and Refugee Trauma Recovery which provides specialist mental health services to former refugees. The Migration group also supports other migrants within Aotearoa New Zealand when there is a humanitarian need, including convention refugees and asylum seekers who are not part of the quota programme and emergency humanitarian responses.

POSITION PURPOSE

This role manages the contractual compliance of key NZRC projects and contributes to the monitoring and evaluation of Migration work.

This role primarily ensures contractual compliance of the refugee programmes through the production of high quality external and internal reports. This role provides specialist advice in the negotiations of refugee programme contracts and relevant variations through the development of proposals and business cases. Significant national funding opportunities are also identified, and proposals submitted as per strategic direction.

As a specialist role, support is provided to specific Migration projects as required to ensure quality control of significant contractual reporting.

KEY RESPONSIBILITIES

Monitor and manage Migration Programmes contract accountabilities

- File and maintain contracts and associated activities to meet NZRC audit requirements.
- Develop invoice and report monitoring schedule in cooperation with national migration team, finance and any other relevant teams.
- Develop and share report monitoring schedule with service delivery teams: P2S, P2E, RTR, youth workers .
- Prepare reports as per accountabilities for agencies and other funders.
- Participate in monitoring meetings and other contract related activities with agencies and funders.
- Provide feedback and analysis to NMT and service delivery teams.
- Prepare summary sheets with analysis and programme highlights for internal and external distribution.
- Develop Monitoring and Evaluation tools to better measure the effectiveness of what we do.
- Prepare communications for stakeholders.

Organisational Contribution

- Engage as a member of National Migration team and the wider organisation

- Support regional Migration programmes service delivery teams to understand contract accountabilities and assist with monitoring and reporting.
- Work with fundraising and other internal teams as required to prepare grant applications and accountability reports.
- Contribute to the monitoring and evaluation activities of the NMT and service delivery including the annual Pathways to Settlement Client Experience Survey.
- Connect with similar roles throughout the organisation to contribute expertise as required.

Database/Client Management System (rito)

- Facilitate upload of client data for each quota programme intake with data entry experts/national client services lead.
- Build and run CRM/rito views to provide data required for report accountabilities.
- Share CRM/rito views with service delivery teams to enable regional monitoring.
- Provide data as requested internally and externally ensuring privacy and confidentiality.

Relationships

- Build and maintain relationships with regional Migration Programmes service delivery teams and internal NZRC teams including finance, IT, fundraising, Comms.
- Build and maintain relationships with government contract relationship managers who hold contracts with NZRC in cooperation with team leaders.

HEALTH SAFETY AND WELLBEING

- Proactively ensure your actions or omissions do not adversely affect the Health, Safety and Wellbeing (HSW) of yourself or others.
- Participate in HSW induction, training, programmes and activities.
- Follow all reasonable instructions to comply with HSW legislation and regulations.
- Follow NZRC HSW policies, standards and procedures.
- Do not undertake any activities you are not adequately trained for.
- Use designated personal protective equipment (PPE) for specific work activities.
- Report hazards/risks, incidents and near misses as soon as possible after the event.

RELATIONSHIPS

Internal

NZRC staff and volunteers

External

External public and NGO stakeholders

PEOPLE

Direct

Nil

Indirect

Nil

Volunteers

Nil

PERSON SPECIFICATION

Knowledge

- An understanding of New Zealand government contracting systems.
- Knowledge of the refugee sector internationally and in New Zealand.

Qualifications and/or experience

- Previous experience in contract management including accountability reporting.
- Previous experience advising on, developing and/or implementing results-based accountability frameworks.
- A relevant (e.g. commerce, social sciences) tertiary qualification, or equivalent relevant experience.

Skills and other attributes

- Strong people skills which promote team commitment
- Ability to network, establish and maintain good working partnerships
- Empathy with humanitarian causes
- A commitment to the Fundamental Principles of the International Red Cross Movement is imperative.
- Ability to prepare project proposals
- Strong database and spreadsheet skills
- Financial numeracy
- Concise business writing
- Proactive problem-solving skills and innovative behaviour.
- Discerning judgement and flexibility in the face of complexity/ambiguity/uncertainty and while under pressure.
- Able to influence without authority and complete work effectively and on time.
- Ability to collaborate and build relationships by working co-operatively, positively and effectively with and for colleagues, other agencies, suppliers and stakeholders.
- A willingness to take on unfamiliar tasks and develop their own skills.
- Interpersonal skills that demonstrate honesty, integrity and ethics.
- Ability to work independently, take initiative, set goals, manage projects and administration, and take responsibility for own learning and development.
- Enthusiasm for, and the commitment to, the work of New Zealand Red Cross.

TRAVEL

The appointee may be required to undertake travel for this role.

DRIVER LICENCE

A current full car driver licence is required for this role.

DELEGATIONS

Financial: Tier Nil

Employment: Tier Nil

NOTE

This job description is not intended as an exhaustive list of duties and responsibilities. The job is expected to evolve and change, and New Zealand Red Cross may amend this job description after consultation with the job holder.