

Climate Resilience Fund Administrator

Pūtake Tūranga - Scope

Building resilient communities is a priority for Northland Regional Council and fundamental to implementing the council climate change strategy – Ngā Taumata o te Moana. This role supports delivery of Northland Regional Council's Climate Resilient Communities Fund and will work across the Climate Action and Natural Hazards team to support local solutions that will build resilience to a changing climate and help our communities thrive into the future.

This role will provide dedicated coordination and administration support delivering the Climate Resilient Communities Fund, which over the next 10 years will invest \$9.2 million into projects that build community capacity and drive transformational change for community and tangata whenua climate resilience. In 2025, \$600,000 will be granted through a contestable fund process, increasing to \$1 million in 2026.

Climate action cuts across all functions of Council, and all aspects of Council's business, so this role contributes to all of our stated community outcomes.

Nga Whainga - Key responsibilities

Administration Duties

You will carry out administrative duties in accordance with established procedures, including maintaining Climate Resilient Communities Fund budgets and records, raising purchase orders, drafting funding deeds and securing progress reporting from fund recipients.

Climate Resilient Communities Fund

This role will provide dedicated coordination and administration support (as above) to the Climate Resilient Communities Fund. You will use existing systems and processes that support the fund manager in the smooth delivery of the fund, and be proactive in looking for opportunities for improvement, optimising both internal Council processes and customer experience.

Building strong partnerships between Council and our communities is essential to scale up our climate change programme and get the work done. You will be able to communicate and build relationships with applicants and recipients of the Climate Resilient Communities Fund but also ensure positive customer experience with our wider community.

You will display professional integrity in your support of the Climate Action team to advertise the fund, receive and process applications and communicate outcomes. You will be proactive in escalating issues and risks to the wider team and management where applicable.

Reporting and Relationships

Understanding the outcomes of funding investment is important to see how we're tracking towards a thriving community that is resilient to a changing climate. You will work with fund recipients to share the outcomes and achievements of their mahi. We will be sharing the stories and learnings from funded projects to inspire our wider community to get involved.



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You will also be responsible for regular reporting (including Council and KPI) and providing content for communications material.

Health and Safety

Adhere to all safe working procedures and instructions, taking care of oneself and others. Having a commitment to health and safety as detailed in the NRC policies and guidelines, and as defined by the Health and Safety Legislation.

Tō Pukenga - About you

Qualifications, skills and experience:

- 2 + years' experience in a similar role.
- Strong administration skills.
- High level Proficiency in use of Microsoft applications especially Word, Excel and Outlook,
- Budget management experience.
- Good oral and written communication skills.
- Ideally have working knowledge and experience in data management such as IRIS or GIS systems.
- Experience and understanding of working for local government is desirable.
- Ability to work to and meet deadlines under pressure and prioritise workloads as necessary.

Personal attributes

- Task-oriented and able to deliver timely outputs,
- A creative thinker who continually seeks opportunities for improvement to existing systems,
- Displays personal and professional integrity,
- Self-motivated and enjoys work where initiative is called for,
- Ability to work in, and to positively contribute to a team environment,
- Displays cultural empathy and awareness,
- Ability to work both autonomously and part of a team,
- Able to handle confidential or controversial information with discretion and professionalism,
- Committed to health and safety and our organisational values.

Reports to:

Climate Action and Natural Hazards Manager

Group and Department:

Climate Action and Natural Hazards – Community Resilience

Location:

Whāngarei

Date:

May 2025

Declaration

I have read and understood the contents of this Job Description.

Name:

(Please print full name)

Signature:

Date:



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