



Position Description

Assessment Administrator (Certification Officer, Credit)

Reports to:

Certification Manager, Credit

Direct Reports:

Nil

Purpose of Role

Undertake assessment of fit and proper person applications and provide certification recommendations.

Commission Vision

Our vision is that New Zealanders are better off because markets work well, and consumers and businesses are confident market participants.

Commission Values

The Commerce Commission is committed to acting with **integrity** and being fair, honest and impartial. We set high standards of **excellence** and exercise **good judgement** by understanding the environment we operate in and the impact of our actions. We are **accountable** to the people of New Zealand for our work and spending. We **respect** each other and value peoples' diversity and opinions.

Key Result Areas (KRAs)

- Undertake accurate and timely processing and assessment of fit and proper person applications and provide recommendations
- Effectively coordinate and/or contribute to assigned work programme, projects and initiatives
- Work collaboratively as a team member, and positively contribute to the team and culture

Competencies (Behaviours)

• Applying expertise and knowledge	• Persuading and influencing
• Planning, organising and delivering (results)	• Working with people
• Analysing and researching	• Learning and developing
• Writing and reporting	• Mentoring and leading
• Presenting and communicating (verbally)	• Formulating strategies and concepts

Key Result Areas

1. Undertake accurate and timely processing and assessment of fit and proper person applications and provide recommendations

- Provide high quality, succinct and accurate assessments and make appropriate recommendations
- Gather, analyse and critically evaluate relevant information
- Seek quality assurance on information gathered and recommendations
- Correspond with applicants through the assessment process
- Manage small projects or work streams
- Develop and maintain effective external and internal relationships

Outcomes:

- The Certification Officer is valued for the quality of information gathered and shared
- Applications are processed in a timely manner and are of a high quality

2. Effectively coordinate and/or contribute to assigned work programme, projects and initiatives

- Provide input into the teams work programme
- Keep up to date with Credit Branch priorities and the Commissions policies and procedures
- Contribute to the successful outcome of the teams work programme, projects and initiatives
- Effectively contribute to assigned projects and initiatives utilising the project management framework
- Provide clear communications to keep stakeholders informed, and keep manager and team up to date on progress, seeking their input and expertise when required
- Maintain awareness of other agencies work
- Gather, maintain and store accurate and up to date information and records
- Provide written and verbal reports as requested
- Coordinate and deliver processes and identify improvements
- Build and maintain trusted relationships across the Commission and other external agencies.
- Participate in capturing lessons learnt

Outcomes:

- Effective delivery of assigned work, projects and initiatives
- The Certification Officer is valued for their knowledge and the quality of information gathered and shared

3. Work collaboratively as a team member, and positively contribute to the team and culture

- Connect and collaborate with colleagues to deliver and build trusted relationships
- Take accountability for yourself, your role, and responsibilities in the team
- Maintain own knowledge in accountability areas to build expertise
- Regularly update the team about issues and approaches
- Contribute to building and maintain a positive team culture
- Value inclusion, diversity, welcoming others' suggestions and view
- Contribute towards a positive health, safety and wellbeing culture and understand your responsibilities under our Health, Safety and Wellness policy

Outcomes:

- Effective team member and valued contribution to the development of the team and branch
- Takes responsibility for self-development

Note: These responsibilities are not exhaustive. From time to time it may be necessary to change the position requirements in response to the changing nature of our work environment, including technological requirements or statutory changes. Such change may be initiated as necessary by your manager, General Manager or Chief Executive and will be discussed with you

Person specification

Qualification

Undergraduate degree or equivalent experience

Ability

	Level
• Demonstrated conceptual thinking and problem-solving ability	Basic
• Demonstrated numerical ability	Basic
• Demonstrated research and analytical ability	Basic
• Demonstrated verbal and written ability	Sound
• Demonstrated ability to understand and apply legislation	Basic

Experience

	Level
• Demonstrated experience managing and leading projects	Basic
• Demonstrated experience managing internal and external relationships	Sound
• Demonstrated experience working in a compliance environment	Basic
• Demonstrated experience completing assessments	Sound
• Demonstrated experience with Registry systems	Basic

Knowledge

	Level
• Knowledge of legislation informing the registry process	Basic
• Knowledge of Commission internal and external guidelines, decision making processes and policies	Basic
• Knowledge of relevant legislation/legal frameworks enforced by the Commission	Basic
• Knowledge of administrative processes and tools	Basic
• Knowledge of Microsoft Office products especially Outlook, Word, Excel & PowerPoint	Sound
• Knowledge of the Commissions role and function	Basic

Definitions

Basic

The job requires adeptness in a skill and experience in a variety of tasks. The skill may be related to specific activities that take time to acquire, extending beyond short term. (Typically 1-2 years related experience.)

Sound

The job requires highly relevant experience in a specific area of work, often involving specialised training in order to achieve competence. This is not short-term experience, but significant, longer-term experience, predominantly focused on acquiring specialist knowledge. (Typically 2-3 years related experience.)

Expert

The job requires experience of a broad nature, above that of a skilled person. Normally involves an awareness of work activities beyond the immediate job situation and the impact of the job on these activities. (Typically 3-5 years related experience.)

Strategic

The job requires highly relevant knowledge and experience, an understanding of immediate issues and long term effects of actions. This is a subject matter expert who can be focused on an organisation's goals as well as the specific short term issues. (Typically 5-10 years related experience.)