







Governance Administrator

The Governance Administrator is responsible for supporting the coordination, planning, and administration of the New Zealand Rugby (NZR Board) and its Committees, the New Zealand Māori Rugby Board (NZMRB) and the Stakeholder Panel, ensuring the effective delivery of governance processes and Board operations.

Working closely with the Chief Legal Officer, Chief Executive, and Board Chairs, the role ensures the Board is well supported through proactive forward planning, high-quality Board materials, and well-managed governance systems.

The Governance Administrator will act as the central coordination point for Board processes, ensuring that Board protocols are maintained and that actions and decisions are effectively tracked and progressed.

The Governance Administrator also provides timely, accurate professional assistance to the wider Legal team as required.

					
Location	Team	Leader	Employment Type	Direct Reports	Span of Control
Wellington	Legal	Senior Legal Counsel – Organisation Performance	Permanent / Full Time	Nil	Nil
Key Stakeholder Groups Internal: NZR Executive Team, NZR Board, NZR Staff External: International Rugby Players Association, International Rugby Unions, NZRPA, Regulatory bodies, Service Providers and Suppliers, Super Rugby Clubs, Provincial Unions					

What You Do

Governance and Board Protocols

- Maintain and oversee Board governance protocols, policies, and procedures.
- Ensure governance processes align with organisational requirements and best practice.
- Maintain up-to-date Board records, including director contact details and governance documentation.

Board Planning and Forward Programme

- Coordinate with the Chief Legal Officer to develop and manage the annual Board and Committee calendar and forward work programme.
- Coordinate agenda planning with the Chief Legal Officer, and executive leadership team.

- Ensure Board agendas reflect strategic priorities and key governance matters.

Agenda and Board Paper Management

- Coordinate the preparation and compilation of Board and Committee agendas.
- Manage the submission, review, and formatting of Board papers to ensure clarity, consistency, and quality.
- Provide guidance and training across the organisation on preparing effective Board papers.
- Manage the Board portal and governance systems, including Diligent Boards, ensuring papers are uploaded and distributed in accordance with agreed timeframes.

Meeting Coordination

- Coordinate all Board and Committee meetings including scheduling, logistics, and documentation.
- Ensure meetings are well prepared and directors have the required materials in advance.
- Work closely with the Chief Legal Officer who is responsible for preparing formal Board minutes.

Board Actions and Decisions

- Maintain a robust system for tracking Board actions and decisions.
- Circulate meeting outcomes, decisions, and actions promptly following meetings.
- Work with executives to ensure actions are progressed and reported back to the Board.

Director Support

- Support onboarding and induction of new directors.

Legal Team Administration

- Support with preparation of legal documentation and filing.
- Responsible for arranging appropriate formatting and processing of documents requiring execution via electronic signature (Adobe Sign).
- Produce high quality documents (MS Word); spreadsheets (Excel) and presentations (PowerPoint/Publisher) including provision of suitable materials/display requirements. Including ability to insert items from different programmes (i.e. Excel worksheet into Word) and adjust as required.
- Establish and maintain professional, accurate and accessible/useable paper-based and electronic filing system for Legal Team.
- Handle highly confidential information and documentation including players, coaches, and management related contract issues.
- Manage the Legal team Purchase Card statements as required ensuring appropriate financial processes are adhered to.
- Track and report FRX reports to the Chief Legal Officer on a monthly basis and as appropriate to ensure team budgets are managed/maintained appropriately.
- Support the organisation of AGMs and other internal and external events and meetings as required.
- Undertake other tasks as required to meet team or organisational objectives.

Work Planning & Prioritisation

- Lead, plan, and manage your work, ensuring effective prioritisation, allocation, delegation, and escalation of tasks to deliver high-quality outcomes on time.

- Adapt to shifting organisational priorities and maintain delivery standards in a complex, fast-paced environment.
- Identify opportunities for improvement in how activity is delivered and supported by NZR and across the rugby system.

Stakeholder & Team Relationships

- Build and sustain effective working relationships with the Executive and Board.
- Create a positive and supportive environment so that those around you can do their best work.
- Celebrate team successes and actively contribute to a connected and engaged team culture.
- Support the Chief Legal Officer and wider Legal team on matters beyond your immediate area as required.

Leading Self

- Model the highest standards of professional conduct, integrity, and ethical behaviour in all interactions.
- Demonstrate sound judgment and effective decision-making in complex and ambiguous situations, acting with confidence and accountability.
- Take responsibility for your own ongoing professional development, staying current industry developments relevant to your role.
- Seek and act on feedback to continuously improve your effectiveness as a colleague.
- Maintain composure and resilience under pressure, demonstrating a positive attitude in challenging circumstances.

What You Bring

Key experience and skills include:

- Minimum 5 years' office experience, including at least 5 years in a secretarial or administrative role; legal secretarial experience is advantageous.
- Strong understanding of Board processes, governance frameworks, and meeting management.
- Experience administering Board portals (e.g. Diligent Boards or similar governance systems).
- Fast, accurate word processing (50 wpm+) with experience preparing legal documentation.
- Excellent written and verbal communication skills.
- Strong interpersonal skills, with the ability to interact professionally and adapt communication style to a wide range of stakeholders.
- Advanced proficiency in Microsoft Word and intermediate skills in Excel and PowerPoint; confident using email systems and modern digital technologies.
- Exceptional organisational skills, with the ability to manage competing priorities, meet deadlines, and perform effectively under pressure.
- Highly organised with strong systems, attention to detail, and sound judgment.
- Able to work autonomously, anticipate governance and administrative needs, and take a proactive, solution-focused approach.
- Professional and confident when working with senior leaders and directors.
- Discreet, with a proven ability to handle confidential and sensitive information.

