

Team Leader, Administration

Permanent ~ Part time (0.8FTE)

Build strong systems ~ Enable people to thrive

Are you an experienced administration leader who combines outstanding organisational capability with a genuine heart for people?

Bethlehem Tertiary Institute (BTI) is seeking an accomplished and relational Team Leader, Administration to lead the administration of our Institute across the student journey, from initial enquiry and admission through to graduation. This is a pivotal role for someone who enjoys developing people, improving systems and processes, building strong relationships, and ensuring that the administration team works together effectively to support the delivery of our programmes and the wider life of the Institute.

About BTI

BTI is a Category One private tertiary provider registered, approved and accredited with the NZQA (New Zealand Qualification Authority) to deliver professional qualifications, in Counselling and Social Work; Early Childhood, Primary, Secondary Teacher Education; and Continuing Education.

We are relational, supportive and committed to our chosen fields of expertise. Working collegially, we collaborate within and across teams and affirm, enable and empower our people so that they can grow. BTI focuses on growing great hearts and minds, and our people are at the heart of everything we do.

Our Christian identity is central to who we are. Our vision is to be a relational, responsive and transformational Christ-following community, and our mission focuses on Christ-centred, biblically informed professional preparation, development and research for influential service. Relationships, whole-person growth and a strength-based learning community are integral to the BTI ethos.

About the role

Supporting BTI's vision, mission and values, you will lead and work closely with the Administration team, liaising across academic and professional teams to ensure the effective delivery of high-quality administrative and student-related services for staff, students, applicants and visitors.

You will lead the team and oversee administration, ensuring that processes are well-coordinated, responsive, accurate and delivered to a consistently high standard. The scope of the role includes oversight of academic administration and Board of Examiners' processes; facilities management; the planning and delivery of key institutional events, including graduation and end-of-year events; management of the Administration budget; health and safety responsibilities; and the collation and quality assurance of data for annual programme reports.

You will show initiative in identifying opportunities to improve and streamline administrative systems and processes and will implement practical solutions that enhance efficiency, quality and service across the Institute.

What you'll bring

We are looking for an experienced administration leader who knows how to create clarity, build capability and bring people with you. You will be comfortable balancing strategic priorities with operational detail and will maintain a calm, professional approach when deadlines compete and circumstances change.

With at least five years' experience in a similar or related role, you will bring:

- A proven ability to lead, support and develop an effective administration team
- Strong operational management and organisational capability
- Experience in facilities management, ensuring that the Institute's physical environment is well managed, safe and supports effective day-to-day operations

- Strong events-management capability, including the planning, coordination and delivery of significant institutional events
- Initiative and a continuous-improvement mindset, with the ability to identify opportunities to improve and streamline systems and processes
- The ability to develop and implement practical solutions that improve efficiency, quality and service
- Experience overseeing administrative systems and processes across an organisation
- The ability to coordinate complex activities, competing priorities and critical deadlines
- Sound budget-management capability
- A clear understanding of health and safety responsibilities
- Exceptional attention to detail and a strong commitment to accuracy and quality
- The ability to oversee the collation, checking and presentation of institutional data
- Highly developed interpersonal and relationship-management skills
- Strong digital capability, with the ability to learn and use technology effectively to achieve organisational outcomes

Experience within education or academic administration would be an advantage.

Could this be you?

If you are an experienced administration professional who is ready to lead and develop people, manage facilities and institutional events, strengthen and streamline systems, and make a meaningful contribution within a tertiary environment, we would love to hear from you.

Applications close at 5:00pm, Friday, 23 October 2026 and should include a CV and cover letter.

Please apply via the SEEK website. A copy of the job description is available at <https://bti.ac.nz/about-us/employment/>.

For enquiries regarding the role, please email the Kaiarorangi Principal, Dr James Arkwright, c/- p.pratapsingh@bti.ac.nz