

Job Description



My Position

Position: Governance Advisor

Section: Governance

Group: Council Operations

Responsible to: Governance Manager

Job Purpose:

- Assist with the provision of professional governance and democracy services to the Council and its elected members (Council and Community Boards) that ensures an effective and efficient delivery of processes and procedures in accordance with the Local Government Official Information and Meetings Act 1987, the Local Government Act 2002, the Local Electoral Act 2001 and Council's Standing Orders.
- To provide advice, guidance and meeting support to Committee and Council meetings in a Committee Advisor function/capacity.
- Assist with the provision of guidance and training to other staff who have democratic and Committee support responsibilities.
- Utilise specialist local government and organisational knowledge to provide governance advice in the Council Chambers and to assist the Council to deliver on its organisational goals.
- To be a trusted source of professional governance and democracy services expertise including providing services for assigned hearings.
- To assist with delivering compliant local authority elections in accordance with the Local Electoral Act 2001

Our Council

Our District Vision: Thriving resilient Tasman
Kia manawaroa te tai o Aorere

Our Purpose: Delivering Public Value
Kia whai hua mā te marea

Our Values

We support our Vision and Purpose through living our values.

Auahatanga – Innovation. *I orea te tuatara, ka patu ki waho. A problem solved by continuing to find solutions.*

- We love ideas, big or small
- We delivery differently
- We learn and grow
- We give it a go
- We are brave and challenge the status quo

Manaakitanga – Caring/ Sharing. *Te tohu o te rangatira, he manaaki. The sign of a leader is how they support, protect and respect others.*

- Helpfulness and respect guide us
- Our mana encourages and lifts others up
- Care and empathy are a priority
- We are always welcoming
- We freely share knowledge

Kawenga – Responsibility. *Kia ū ki te pai. Stay resolute to that which is good.*

- We honour our commitments
- We act professionally with integrity
- We are honest and open
- We bring the right attitude to work
- Safety and wellbeing come first

Whanaungatanga – Relationships. *He aroha whakatō, he aroha puta mai. If kindness is given then kindness shall be received.*

- We connect, listen and involve
- We believe in collective success
- Our stories create shared meaning
- We embrace diversity
- We are kind and nurturing

My Group

Role of the Council Operations Group

The Council Operations Group supports the Chief Executive in their role by providing leadership, management and service delivery in several key organisational areas: information technology, governance, enterprise risk and audit assurance, procurement, health and safety, business improvement, legal services, communications and change management, people management and wellbeing.

The Group acts as a ‘centre of excellence’ for cross-council functions and priorities. As deputy to the, CEO the Chief Operating Officer supports the CEO’s priorities and obligations to ensure the timely implementation of Council’s plans that reflect Council’s policies; providing efficient and effective strategic support and leadership to Council’s business operations; and to fulfil the CEO’s due diligence responsibilities as an ‘officer’.

We achieve this by demonstrating the principles of Te Tiriti, investing wisely in infrastructure, people, and tools and by respecting, supporting, and enabling others. Our systems, oversight and advice empowers our Council and our communities to make wise and enduring decisions.

My Key Result Areas

My Priorities

What am I supposed to do?	How well am I supposed to do it?
Governance Services • Maintain and provide administration services for the Council’s Delegations Register, Councillors’ Code of Conduct, Councillors’ Interest Register and Staff Interests Register documentation, including the capture of processes and carrying out updates and reviews. • Assist with providing advice on governance and democracy policies, protocols, practices, procedures and standing orders, to staff, Mayor, Councillors, Community Board Members and chairs as required. • Assist the Mayor and Councillors to comply with the laws affecting members including maintaining a register of interests and assisting them to manage conflict of interests.	Governance Services • All governance and democracy processes and procedures comply with legislation and Council policy. • All governance and democracy processes are evident in Promapp and are up to date. • The Delegations Register, Councillors’ Code of Conduct, Councillors’ Interest Register and Staff Interests Register are maintained and publicised in accordance with best practice. • Assigned process improvement projects are completed to a high quality and within the agreed timeframes. • Appropriate and timely identification and escalation of issues and risks is evident. • Advice given is accurate and legislatively compliant and provided in a pleasant, helpful, efficient and effective way.
Council, Committee and Community Board Support • Ensure assigned meeting processes, reports and minutes are prepared and undertaken to a high standard, and comply with the Council’s guidelines and statutory requirements.	Council, Committee and Community Board Support • Assigned meetings and delivery of documentation is in accordance with all statutory and internal Council requirements.

• Ensure an effective, efficient and timely delivery of accurate agendas, minutes and support materials for these meetings. • Provide consistent, accurate, timely advice on Standing Orders procedures and protocols to the Chair, Mayor, Councillors, Community Board Members and other staff. • Manage pre and post meeting activities including filing, website publishing, indexing recording of resolutions and other administrative duties related to meetings. • Be one of the organisational Champions for InfoCouncil and provide support and training to other staff as required. • Ensure assigned 'host responsibilities' preparation and post meeting room venue requirements in accordance with Council standards and procedures. • Assist as required with submission hearing and deliberation meetings.	• Council's legislated responsibilities under LGOIMA are met. • Meetings are well organised with all details taken care of including setup and operation of all technology. • Efficient and effective administration services are provided. • Assigned agendas, minutes and associated tasks comply with the Council guidelines, LGA and LGOIMA requirements. • Administrative tasks are undertaken with a high degree of accuracy, efficiency and within agreed timeframes. • Expert in InfoCouncil and support to others is evident. • Meeting information on Council's website is accurate and kept up to date.
Elected Members • Provide support and assistance with the provision of post-election administrative support for triennial and bi-elections. • Assist with elected members Code of Conduct investigations as required. • Assist with the development of elected member induction packs and development, co-ordination and delivery of elected member development programme for the triennium. • Assist with remuneration, allowances and expenditure procedures of the elected members.	Elected Members • Newly elected members are provided with all the resources and information they require to be effective in their roles. • Council meets its obligation under the Electoral Act and communities are engaged in the Local Government elections. • Elected members are supported throughout the triennium and their training and developments needs are met. • The provision of support and assistance is evident and is adding value.
Elections • Support the Council's Electoral responsibilities for the Tasman District Council as set out in the Local Electoral Act 2001. • Undertake non-statutory tasks including reporting to the local authority on electoral matters as required. • Provide statistical and other information on elections and polls to the Group of Internal Affairs. • Provide support and assistance with the delivery of post-election administrative support for triennial and bi-elections,	Elections • Elections and any by-elections, or Council polls are conducted in terms of legislative requirements. • Feedback from the public and candidates demonstrate a high level of satisfaction with the work undertaken by the Council's Deputy Electoral Officer. • Newly elected members are provided with all the resources and information they require to be effective in their roles.

My Contribution	
Accountability	• I take responsibility for my performance, decisions and actions and how these impact on others. • I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it. • I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable. • I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.
Customer Focus	• I focus on the needs of our customers and provide all of them with outstanding service. • I treat all people with respect, and I deliver on the commitments I make. • My actions are fair and build trust with my colleagues, customers and our community.
Relationship Building	• I build and maintain genuine relationships with my colleagues, customers and our community. • I actively listen to others and am supportive, friendly and helpful. • I respect all cultures and act in ways that make others feel included and valued.

Resilience & Adaptability	
• I support new ways of working and are able to be flexible and calm when facing change or difficult situations. • I am digitally confident and participant in opportunities to learn how to apply digital business technology and tools to my work. • I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.	
Motivation & Drive	
• I take responsibility for my own learning and development and welcome feedback to improve my performance. • I effectively plan, manage and prioritise my work and deliver it on time. • I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.	
Collaboration & Inclusion	
• I actively contribute to the achievement of team goals and objectives. • I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.	
Civil Defence Emergency Management	
• I provide assistance and support during civil defence / emergency management activities. • I participate in civil defence and emergency management training.	
Working within te ao Māori	
• I have the appropriate level of knowledge and understanding of the principles and application of Te Tiriti o Waitangi for my role. • I have the appropriate level of knowledge of Tikanga Māori (customs and practices) and Te Reo Māori (Māori language) for my role. • I have the appropriate level of knowledge of Council's engagement protocols with the whānau, hapū and iwi of te Taihū for my role. • I foster a culturally inclusive environment by actively engaging with and respecting Māori perspectives and practices in my work.	

My Delegations

I have no staff or financial responsibilities. However, the Council may from time to time delegate to me specified powers and duties which I must exercise with due care and diligence.

My Competencies

My Qualifications and Experience:

- Minimum of five years relevant local government, policy and administrative experience, preferably in a large organisation.
- A sound working knowledge of the relevant statutes and regulations relating to Local Government and a practical knowledge of the relevant administration procedures.
- Demonstrated ability to interpret legislation.
- A wide range of previous office administration experience is required preferably in a large organisation.
- High level of digital literacy and proficiency in the Microsoft Office suite.
- Experience in mentoring, coaching and training others.
- A minimum of a Level 5 qualification in legal studies, management or another similar field.

**My Personal
Attributes:**

- Highly developed interpersonal skills are essential.
- Pleasant, friendly outgoing manner.
- Well-developed written and verbal communication skills, in particular the ability to effectively and concisely present information to Council, management or the public.
- Must be very well organised and able to manage a diverse workload.
- Initiative and good judgement with an aptitude for solving problems.
- An ability to be discreet and maintain complete confidentiality.
- Good understanding of the principles of Te Tiriti o Waitangi and Tikanga Maori.
- An ability to relate to a wide range of people and a proven commitment to quality customer service and teamwork.
- Self-motivated and experienced and competent to work with minimum supervision, while being able to work well as part of a team.
- Ability to work under pressure and adapt to new office technology.
- The position may be required to work outside of normal hours from time to time to meet deadlines and for events.

My Agreement

My Name:

My Signature:

Date:

Job Description



My Position

Position:	Senior Governance Advisor
Section:	Governance
Group:	Council Operations
Responsible to:	Governance Manager
Job Purpose:	• Provide professional governance and democracy services to the Council and its elected members (Council and Community Boards) that ensures an effective and efficient delivery of processes and procedures in accordance with the Local Government Official Information and Meetings Act 1987, the Local Government Act 2002, and Standing Orders. • To provide advice, guidance and meeting support to the Chair of Committee and Council meetings in a Committee Advisor function/capacity. • To provide guidance and training to other staff who have democratic and Committee support responsibilities. • To liaise and communicate with the political and executive arms of Council and with members of the public. • To utilise specialist local government and organisational knowledge to assist the Council to meet its organisational goals. • To cover for the Governance Manager, if requested by the Governance Manager, from time-to-time.

Our Council

Our District Vision:	Thriving resilient Tasman <i>Kia manawaroa te tai o Aorere</i>
Our Purpose:	Delivering Public Value <i>Kia whai hua mā te marea</i>

Our Values

We support our Vision and Purpose through living our values.

Auahatanga – Innovation. *I oreā te tuatara, ka patu ki waho. A problem solved by continuing to find solutions.*

- We love ideas, big or small
- We deliver differently
- We learn and grow
- We give it a go
- We are brave and challenge the status quo

Manaakitanga – Caring/ Sharing. *Te tohu o te rangatira, he manaaki. The sign of a leader is how they support, protect and respect others.*

- Helpfulness and respect guide us
- Our mana encourages and lifts others up
- Care and empathy are a priority
- We are always welcoming
- We freely share knowledge

Kawenga – Responsibility. *Kia ū ki te pai. Stay resolute to that which is good.*

- We honour our commitments
- We act professionally with integrity
- We are honest and open
- We bring the right attitude to work
- Safety and wellbeing come first

Whanaungatanga – Relationships. *He aroha whakatō, he aroha puta mai. If kindness is given then kindness shall be received.*

- We connect, listen and involve
- We believe in collective success
- Our stories create shared meaning
- We embrace diversity
- We are kind and nurturing

My Group

Role of the Council Operations Group

The Council Operations Group supports the Chief Executive in their role by providing leadership, management and service delivery in several key organisational areas: information technology, governance, enterprise risk and audit assurance, procurement, health and safety, business improvement, legal services, communications and change management, people management and wellbeing.

The Group acts as a 'centre of excellence' for cross-council functions and priorities. As deputy to the, CEO the Chief Operating Officer supports the CEO's priorities and obligations to ensure the timely implementation of Council's plans that reflect Council's policies; providing efficient and effective strategic support and leadership to Council's business operations; and to fulfil the CEO's due diligence responsibilities as an 'officer'.

We achieve this by demonstrating the principles of Te Tiriti, investing wisely in infrastructure, people, and tools and by respecting, supporting, and enabling others. Our systems, oversight and advice empowers our Council and our communities to make wise and enduring decisions.

My Key Result Areas

My Priorities

What am I supposed to do?	How well am I supposed to do it?
Governance Services • Provide an efficient and standardised committee secretarial service to Council and Elected Members, in accordance with the Local Government Official Information and Meetings Act 1987, the Local Government Act 2002, and Standing Orders • Provide consistent, accurate, timely advice on Standing Orders procedures and protocols to the Chair, Mayor, Councillors, Community Board Members and other staff. • Attend assigned meetings as Committee Advisor to provide advice and guidance to the Committee Chair. • Lead the preparation, production and distribution of agendas and minutes (online, electronic and print) for committees and sub committees. • Provide advice and administrative support for pre and post meeting activities including filing, indexing recording of resolutions and other administrative duties related to meetings. • Manage the posting standing and subcommittee minutes, agendas and reports on to the Council's website.	Governance Services • All meetings and delivery of documentation are in accordance with all statutory and internal Council requirements. • Committee Chairs confirm that effective and accurate advice and guidance is being provided. • Council's legislated responsibilities under LGOIMA are met. • Meetings that the job holder is responsible for are well organised with all details taken care of including setup and operation of all technology. • Positive work relations with the Executive Assistants / Executive Support Officers group is evident. • High quality agendas and minutes are evident and completed within the agreed timeframes. • Agendas and reports champion the Council's writing and style guide, with information provided in a manner that is clear and complete and increases Councils' understanding of topics and decision making.

• Oversee all 'host responsibilities' preparation and post meeting room venue requirements in accordance with Council standards and procedures. • Seek out opportunities to improve Council practice in the governance and democracy space.	• Positive feedback from Council/attendees confirms efficient scheduling and excellent services are provided. • Administrative tasks are undertaken with a high degree of accuracy, efficiency and within agreed timeframes. • Meeting information on Council's website is accurate and kept up to date. • Elected officials and Council staff report a high level of satisfaction with the venue presentation and the service provided.
Council Information Systems • Be the organisational Champion for InfoCouncil agenda production software system including leading in its use, training, maintenance, templates and development improvements. • Provide effective systems support, training and advice on InfoCouncil. • Provide training and on-going development for staff undertaking agenda preparation, minute taking, reporting and other related work, to ensure consistent practices and standards exist across council. • Be the organisational Champion for and coordinate supply of electronic devices and Diligent Boardbooks software to elected members, including coordinating ongoing training and maintenance support.	Council Information Systems • Acknowledged by others as expert in InfoCouncil support for the Council. • Agendas and Reports champion the Council's writing and style guide, with information provided in a manner that is clear and complete and increases Councils' understanding of topics and decision making. • Council documentation has a consistent 'look and feel' in appearance and writing style, as far as is possible within the role. • All minutes and agendas are error free and are provided in a timely way ensuring all legal requirements relating to minutes are met. • Regular InfoCouncil staff training is evident. • Processes ensure accurate records are kept and able to be retrieved.
Elected Members • Provide advice and assistance with the provision of pre and post Local Government election processes and administrative support for triennial and bi-elections, including correct procedures for establishment of Council, Committees, delegations, code of practice and induction for newly elected members. • Lead the development of elected member induction packs and development, co-ordination and delivery of elected member development programme for the triennium. • Manage payments, allowances and expenditure procedures of the elected members.	Elected Members • Newly elected members are provided with all the resources and information they require to be effective in their roles. • Council meets its obligation under the Electoral Act and communities are engaged in the Local Government elections. • Elected members are supported throughout the triennium and their training and developments needs are met. • Elected Members payments are accurately processed.
Elections • Provide advice and assistance to Council's Electoral responsibilities for the Tasman District Council as set out in the Local Electoral Act 2001. • Undertake assigned non-statutory tasks including reporting to the local authority on electoral matters. • Provide statistical and other information on elections and polls to the Group of Internal Affairs. • Provide advice and assistance with the delivery of post-election administrative support for triennial and bi-elections.	Elections • Elections and any by-elections, or Council polls are conducted in terms of legislative requirements. • Feedback from the public and candidates demonstrate a high level of satisfaction with the work undertaken by the Council's Deputy Electoral Officer. • Newly elected members are provided with all the resources and information they require to be effective in their roles.

My Contribution

Accountability

- I take responsibility for my performance, decisions and actions and how these impact on others.
- I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it.

• I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable. • I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.
Customer Focus • I focus on the needs of our customers and provide all of them with outstanding service. • I treat all people with respect, and I deliver on the commitments I make. • My actions are fair and build trust with my colleagues, customers and our community.
Relationship Building • I build and maintain genuine relationships with my colleagues, customers and our community. • I actively listen to others and am supportive, friendly and helpful. • I respect all cultures and act in ways that make others feel included and valued.
Resilience & Adaptability • I support new ways of working and am able to be flexible and calm when facing change or difficult situations. • I am digitally confident and participate in opportunities to learn how to apply digital business technology and tools to my work. • I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.
Motivation & Drive • I take responsibility for my own learning and development and welcome feedback to improve my performance. • I effectively plan, manage and prioritise my work and deliver it on time. • I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.
Collaboration & Inclusion • I actively contribute to the achievement of team goals and objectives. • I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.
Civil Defence Emergency Management • I provide assistance and support during civil defence / emergency management activities. • I participate in civil defence and emergency management training.
Working within te ao Māori • I have the appropriate level of knowledge and understanding of the principles and application of Te Tiriti o Waitangi for my role. • I have the appropriate level of knowledge of Tikanga Māori (customs and practices) and Te Reo Māori (Māori language) for my role. • I have the appropriate level of knowledge of Council's engagement protocols with the whānau, hapū and iwi of te Taihū for my role. • I foster a culturally inclusive environment by actively engaging with and respecting Māori perspectives and practices in my work.

My Delegations

I have delegated decision-making authorities as listed in Council's Delegations Register. I have no staff responsibilities.

The Council may from time to time delegate to me other specified powers and duties, all of which I must exercise with due care and diligence.

My Competencies

My Qualifications and Experience:

- A Degree in a related field with a minimum of five years local government, governance or large organisation administrative experience.
- At least five years' experience in a senior advisory role is essential and preferably gained in a local government or governance environment.
- An extensive working knowledge of the relevant statutes and regulations relating to this position and a practical knowledge of the relevant administration procedures including Standing Orders, Policies, and Delegations processes.

- Superior digital literacy in Microsoft Office Suite and information management systems.
- Previous experience in interacting with highly placed members of government agencies, business community and other community organisations.
- Project management experience is desirable but not essential.
- Highly developed interpersonal and communication skills are essential.
- Pleasant, friendly outgoing manner.
- Must be very well organised and able to manage a diverse workload.
- Strong focus on customer service and reputation awareness.
- Demonstrate initiative and good judgement with an aptitude for solving problems.
- Diplomatic and capable of managing a wide range of business and community situations.
- An ability to be discreet and maintain complete confidentiality.
- Proven ability to relate to a wide range of people and a proven commitment to quality customer service and team work.
- Good knowledge and understanding of Te Tiriti o Waitangi and Tikanga Maori.
- Well developed written and verbal communication skills, in particular the ability to effectively and concisely present information to Council, management or members of the public.
- Be self motivated and is experienced and competent to work with minimum supervision, while being able to work well as part of a team.
- Ability to work under pressure and adapt to new office technology.

My Personal Attributes:

My Agreement

My Name:

.....

My Signature:

.....

Date:

.....

Job Description



My Position

Position:	Senior Governance Advisor
Section:	Governance
Group:	Council Operations
Responsible to:	Governance Manager
Job Purpose:	• Provide professional governance and democracy services to the Council and its elected members (Council and Community Boards) that ensures an effective and efficient delivery of processes and procedures in accordance with the Local Government Official Information and Meetings Act 1987, the Local Government Act 2002, and Standing Orders. • To provide advice, guidance and meeting support to the Chair of Committee and Council meetings in a Committee Advisor function/capacity. • To provide guidance and training to other staff who have democratic and Committee support responsibilities. • To liaise and communicate with the political and executive arms of Council and with members of the public. • To utilise specialist local government and organisational knowledge to assist the Council to meet its organisational goals. • To cover for the Governance Manager, if requested by the Governance Manager, from time-to-time.

Our Council

Our District Vision:	Thriving resilient Tasman <i>Kia manawaroa te tai o Aorere</i>
Our Purpose:	Delivering Public Value <i>Kia whai hua mā te marea</i>

Our Values

We support our Vision and Purpose through living our values.

Auahatanga – Innovation. *I orea te tuatara, ka patu ki waho. A problem solved by continuing to find solutions.*

- We love ideas, big or small
- We deliver differently
- We learn and grow
- We give it a go
- We are brave and challenge the status quo

Manaakitanga – Caring/ Sharing. *Te tohu o te rangatira, he manaaki. The sign of a leader is how they support, protect and respect others.*

- Helpfulness and respect guide us
- Our mana encourages and lifts others up
- Care and empathy are a priority
- We are always welcoming
- We freely share knowledge

Kawenga – Responsibility. *Kia ū ki te pai. Stay resolute to that which is good.*

- We honour our commitments
- We act professionally with integrity
- We are honest and open
- We bring the right attitude to work
- Safety and wellbeing come first

Whanaungatanga – Relationships. *He aroha whakatō, he aroha puta mai. If kindness is given then kindness shall be received.*

- We connect, listen and involve
- We believe in collective success
- Our stories create shared meaning
- We embrace diversity
- We are kind and nurturing

My Group

Role of the Council Operations Group

The Council Operations Group supports the Chief Executive in their role by providing leadership, management and service delivery in several key organisational areas: information technology, governance, enterprise risk and audit assurance, procurement, health and safety, business improvement, legal services, communications and change management, people management and wellbeing.

The Group acts as a 'centre of excellence' for cross-council functions and priorities. As deputy to the, CEO the Chief Operating Officer supports the CEO's priorities and obligations to ensure the timely implementation of Council's plans that reflect Council's policies; providing efficient and effective strategic support and leadership to Council's business operations; and to fulfil the CEO's due diligence responsibilities as an 'officer'.

We achieve this by demonstrating the principles of Te Tiriti, investing wisely in infrastructure, people, and tools and by respecting, supporting, and enabling others. Our systems, oversight and advice empowers our Council and our communities to make wise and enduring decisions.

My Key Result Areas

My Priorities

What am I supposed to do?	How well am I supposed to do it?
Governance Services • Provide an efficient and standardised committee secretarial service to Council and Elected Members, in accordance with the Local Government Official Information and Meetings Act 1987, the Local Government Act 2002, and Standing Orders • Provide consistent, accurate, timely advice on Standing Orders procedures and protocols to the Chair, Mayor, Councillors, Community Board Members and other staff. • Attend assigned meetings as Committee Advisor to provide advice and guidance to the Committee Chair. • Lead the preparation, production and distribution of agendas and minutes (online, electronic and print) for committees and sub committees. • Provide advice and administrative support for pre and post meeting activities including filing, indexing recording of resolutions and other administrative duties related to meetings. • Manage the posting standing and subcommittee minutes, agendas and reports on to the Council's website.	Governance Services • All meetings and delivery of documentation are in accordance with all statutory and internal Council requirements. • Committee Chairs confirm that effective and accurate advice and guidance is being provided. • Council's legislated responsibilities under LGOIMA are met. • Meetings that the job holder is responsible for are well organised with all details taken care of including setup and operation of all technology. • Positive work relations with the Executive Assistants / Executive Support Officers group is evident. • High quality agendas and minutes are evident and completed within the agreed timeframes. • Agendas and reports champion the Council's writing and style guide, with information provided in a manner that is clear and complete and increases Councils' understanding of topics and decision making.

• Oversee all 'host responsibilities' preparation and post meeting room venue requirements in accordance with Council standards and procedures. • Seek out opportunities to improve Council practice in the governance and democracy space.	• Positive feedback from Council/attendees confirms efficient scheduling and excellent services are provided. • Administrative tasks are undertaken with a high degree of accuracy, efficiency and within agreed timeframes. • Meeting information on Council's website is accurate and kept up to date. • Elected officials and Council staff report a high level of satisfaction with the venue presentation and the service provided.
Council Information Systems • Be the organisational Champion for InfoCouncil agenda production software system including leading in its use, training, maintenance, templates and development improvements. • Provide effective systems support, training and advice on InfoCouncil. • Provide training and on-going development for staff undertaking agenda preparation, minute taking, reporting and other related work, to ensure consistent practices and standards exist across council. • Be the organisational Champion for and coordinate supply of electronic devices and Diligent Boardbooks software to elected members, including coordinating ongoing training and maintenance support.	Council Information Systems • Acknowledged by others as expert in InfoCouncil support for the Council. • Agendas and Reports champion the Council's writing and style guide, with information provided in a manner that is clear and complete and increases Councils' understanding of topics and decision making. • Council documentation has a consistent 'look and feel' in appearance and writing style, as far as is possible within the role. • All minutes and agendas are error free and are provided in a timely way ensuring all legal requirements relating to minutes are met. • Regular InfoCouncil staff training is evident. • Processes ensure accurate records are kept and able to be retrieved.
Elected Members • Provide advice and assistance with the provision of pre and post Local Government election processes and administrative support for triennial and bi-elections, including correct procedures for establishment of Council, Committees, delegations, code of practice and induction for newly elected members. • Lead the development of elected member induction packs and development, co-ordination and delivery of elected member development programme for the triennium. • Manage payments, allowances and expenditure procedures of the elected members.	Elected Members • Newly elected members are provided with all the resources and information they require to be effective in their roles. • Council meets its obligation under the Electoral Act and communities are engaged in the Local Government elections. • Elected members are supported throughout the triennium and their training and developments needs are met. • Elected Members payments are accurately processed.
Elections • Provide advice and assistance to Council's Electoral responsibilities for the Tasman District Council as set out in the Local Electoral Act 2001. • Undertake assigned non-statutory tasks including reporting to the local authority on electoral matters. • Provide statistical and other information on elections and polls to the Group of Internal Affairs. • Provide advice and assistance with the delivery of post-election administrative support for triennial and bi-elections.	Elections • Elections and any by-elections, or Council polls are conducted in terms of legislative requirements. • Feedback from the public and candidates demonstrate a high level of satisfaction with the work undertaken by the Council's Deputy Electoral Officer. • Newly elected members are provided with all the resources and information they require to be effective in their roles.

My Contribution

Accountability

- I take responsibility for my performance, decisions and actions and how these impact on others.
- I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it.

• I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable. • I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.
Customer Focus • I focus on the needs of our customers and provide all of them with outstanding service. • I treat all people with respect, and I deliver on the commitments I make. • My actions are fair and build trust with my colleagues, customers and our community.
Relationship Building • I build and maintain genuine relationships with my colleagues, customers and our community. • I actively listen to others and are supportive, friendly and helpful. • I respect all cultures and act in ways that make others feel included and valued.
Resilience & Adaptability • I support new ways of working and are able to be flexible and calm when facing change or difficult situations. • I am digitally confident and participant in opportunities to learn how to apply digital business technology and tools to my work. • I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.
Motivation & Drive • I take responsibility for my own learning and development and welcome feedback to improve my performance. • I effectively plan, manage and prioritise my work and deliver it on time. • I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.
Collaboration & Inclusion • I actively contribute to the achievement of team goals and objectives. • I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.
Civil Defence Emergency Management • I provide assistance and support during civil defence / emergency management activities. • I participate in civil defence and emergency management training.
Working within te ao Māori • I have the appropriate level of knowledge and understanding of the principles and application of Te Tiriti o Waitangi for my role. • I have the appropriate level of knowledge of Tikanga Māori (customs and practices) and Te Reo Māori (Māori language) for my role. • I have the appropriate level of knowledge of Council's engagement protocols with the whānau, hapū and iwi of te Taihū for my role. • I foster a culturally inclusive environment by actively engaging with and respecting Māori perspectives and practices in my work.

My Delegations

I have delegated decision-making authorities as listed in Council's Delegations Register. I have no staff responsibilities.

The Council may from time to time delegate to me other specified powers and duties, all of which I must exercise with due care and diligence.

My Competencies

My Qualifications and Experience:

- A Degree in a related field with a minimum of five years local government, governance or large organisation administrative experience.
- At least five years' experience in a senior advisory role is essential and preferably gained in a local government or governance environment.
- An extensive working knowledge of the relevant statutes and regulations relating to this position and a practical knowledge of the relevant administration procedures including Standing Orders, Policies, and Delegations processes.

- Superior digital literacy in Microsoft Office Suite and information management systems.
- Previous experience in interacting with highly placed members of government agencies, business community and other community organisations.
- Project management experience is desirable but not essential.

My Personal Attributes:

- Highly developed interpersonal and communication skills are essential.
- Pleasant, friendly outgoing manner.
- Must be very well organised and able to manage a diverse workload.
- Strong focus on customer service and reputation awareness.
- Demonstrate initiative and good judgement with an aptitude for solving problems.
- Diplomatic and capable of managing a wide range of business and community situations.
- An ability to be discreet and maintain complete confidentiality.
- Proven ability to relate to a wide range of people and a proven commitment to quality customer service and team work.
- Good knowledge and understanding of Te Tiriti o Waitangi and Tikanga Maori.
- Well developed written and verbal communication skills, in particular the ability to effectively and concisely present information to Council, management or members of the public.
- Be self motivated and is experienced and competent to work with minimum supervision, while being able to work well as part of a team.
- Ability to work under pressure and adapt to new office technology.

My Agreement

My Name:

.....

My Signature:

.....

Date:

.....