

Westland District Council

JOB DESCRIPTION

Job title

Executive Assistant (Fixed Term)

Purpose

The Executive Assistant serves as a trusted strategic partner to the Council Chief Executive, delivering exceptional, high-level executive support that enables strong, visible, and effective leadership across the organisation and community. This role goes beyond administration — it is central to ensuring the Chief Executive operates at peak effectiveness through proactive coordination, strategic prioritisation, and seamless management of all professional commitments.

As a key conduit between the Office of the CE, Mayor, elected members, stakeholders, and the wider organisation, the Executive Assistant safeguards the integrity, flow, and responsiveness of executive operations.

Operating with absolute discretion and professionalism, the Executive Assistant ensures alignment with Council's strategic priorities, anticipates emerging needs, mitigates risks, and upholds the highest standards of confidentiality, judgement, and service excellence. This position is pivotal in enabling confident decision-making, maintaining momentum on strategic initiatives, and reinforcing a culture of trust, accountability, and leadership at the highest level of Council.

Specific duties and responsibilities

Core Executive Support

- Proactively manage and prioritise complex calendars, ensuring strategic alignment of meetings and commitments
- Coordinate internal and external meetings, including preparation of agendas, papers, and briefing materials
- Screen, prioritise, and manage incoming correspondence, calls, and requests
- Draft, review, and proofread high-level communications on behalf of the executive
- Maintain strict confidentiality across all matters
- Stakeholder & Relationship Management
- Act as a professional liaison between the executive and elected members, senior leaders, staff, and external stakeholders
- Manage sensitive inquiries with diplomacy and discretion
- Build strong working relationships across the organisation and community
- Support engagement with key partners, community groups, and government agencies

Event & Function Coordination

- Plan and coordinate civic events, official functions, and executive engagements
- Manage logistics including venues, catering, guest lists, travel, and itineraries
- Prepare speeches, briefing notes, and background materials
- Ensure seamless delivery of high-profile engagements

Strategic & Operational Support

- Monitor key projects and initiatives on behalf of the executive
- Track deadlines and ensure strategic priorities remain on course
- Identify risks, conflicts, and emerging issues early
- Support preparation of reports and strategic documentation

Administrative & Office Management

- Manage travel arrangements and expense reconciliation
- Maintain accurate filing systems and records
- Oversee document management and information flow
- Support budget tracking (if required)

- Continuously improve administrative systems and processes

Key Relationships

Internal:

- Council Senior Management Team
- Office of the CE
- Various Council departments
- Mayor and Councillors

External:

Skills, experience & education

Qualifications and Experience

- Proven experience as an Executive Assistant or in a similar administrative role, ideally within a local government or public sector context.
- A tertiary qualification in Business Administration or a related field is preferred.

Knowledge and Skills

- Excellent command of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with digital scheduling tools.
- Exceptional time management, prioritization, and multitasking abilities.
- Strong written and verbal communication skills, with a keen attention to detail.
- Ability to handle confidential information with integrity and professionalism.
- Demonstrated capability to work collaboratively and liaise effectively with a diverse range of stakeholders.

General duties

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.