

# WESTLAND DISTRICT COUNCIL

## JOB DESCRIPTION

### JOB TITLE

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Governance Administrator

### PURPOSE

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The purpose of the position is to provide professional administrative support to business processes within the Office of the Chief Executive, including an efficient secretariat support for all Committee meetings, Council meetings, Health and Safety Committee, Workshops and Council-related Working Groups.

### SPECIFIC DUTIES & RESPONSIBILITIES

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Secretariat Support:

- Provide an efficient secretarial support for Council Meetings Committee and Sub-Committee Meetings, Health and Safety Committee, all Council Related Workshops including, but not limited to the Long Term Plan, Annual Plan, Annual Reports, Budget Managers, Council-related Working Groups
- Develop and follow processes to ensure the smooth preparation for, and running of standing and sub-committees, specialist committees, statutory committees, working parties and various joint committees and ad-hoc bodies/groups.
- Ensure that elected members, appropriate staff and participating members of the public are notified of all details relating to designated meetings.
- Prepare and distribute all relevant documentation including the agenda, minutes, action listings, correspondence arising from the meetings, and the associated communications from the meetings.
- Ensure that all minutes of Committee and Council meetings, including Health and Safety Committee, as well as meeting notes of workshops are completed within the agreed timeframe.
- Ensure that all meetings are advertised in accordance with the Local Government Official Information and Meetings Act 1987.

Governance support and advice:

- Ensure all meetings follow correct procedures and meet statutory requirements.
- Contribute to the ongoing development of governance arrangements and advice.
- Provide general governance-related administration services.

Relationship Management:

- Ensure the establishment and maintenance of strong and meaningful relationships with key agreed/targeted external and internal stakeholders in relation to meetings and workshops.
- Communicate with report writers in the first week of every month regarding reports required for the month and their timeframe.
- Report on achievement of relationship expectations.

Team Support:

- Contribute to the ongoing development of a high performing and competent Executive Administration team.
- Contribute to the establishment of a strong stakeholder/customer focused culture.
- Contribute to the ongoing pro- active support of health and safety strategies and policies.
- Provide back-up services to the Executive Assistant, including making appointments for the Mayor and Chief Executive.
- Provide support to Elected Members as required.
- Assist with administrative tasks in relation to LGOIMA requests as required.

Key Relationships

- Executive Leadership Team
- Mayor and Councillors
- WDC staff and customers
- Committee members

Delegated Authority  
N/A

Staff management  
N/A

Reporting To:  
Executive Assistant

Health & Safety

- To adhere to all Council and safety plans, policies and procedures including using protective equipment supplied.
- To identify existing or potential hazardous conditions and recommend appropriate corrective actions.
- To report all accidents and near miss events.
- To be familiar with emergency procedures.
- To ensure safe working conditions, develop safe working practices and wear protective clothing and equipment where necessary.
- To implement the removal of hazards where practicable and provide training in this area.
- To investigate accidents and near miss events.
- To ensure staff are trained and kept up to date with any new work safe policy changes.
- To ensure visitors and contractors operate under the Council health and safety policy and procedures.

Civil Defence/Emergency Management

- To meet the Council's statutory responsibilities for Civil Defence and Emergency Management (CDEM) you will be expected to participate in CDEM training initiatives and undertake activities, as directed as part of Council's emergency response.

## **GENERAL DUTIES & RESPONSIBILITIES**

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- 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 fulfilment 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.

## **SKILLS, EXPERIENCE & EDUCATION**

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Qualifications / Experience

- Business Administration Qualification Level 4 or equivalent
- Minimum two years experience in an administration role, preferably in a Local Government context.

Skills / Knowledge/ Attributes

- Politically astute and able to maintain a high level of integrity and confidentiality.
- An understanding of Standing orders
- A proactive customer centric approach.

- Ability to work collaboratively in a small team.
- High standard of inter-personal communication skills with the ability to liaise and communicate both in writing and verbally with elected members and senior staff.
- Attention to detail and a high standard of professionalism.
- Ability to project organisational credibility through thinking on your feet to resolve issues.
- Tech savvy, including fast typing and ability to use the Microsoft suite of applications.

This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties, therefore it may therefore be amended from time to time.