

Job Description

Position Title: *Governance Administrator*

Responsible to: Executive Assistant to the Chief Executive and Chairperson

Responsible for: N/A

Relationships: All Taranaki Regional Council staff
All Taranaki Regional Council elected representative and governance appointments

Salary: A market salary for the position will be negotiated, depending on experience, qualifications and aptitude.

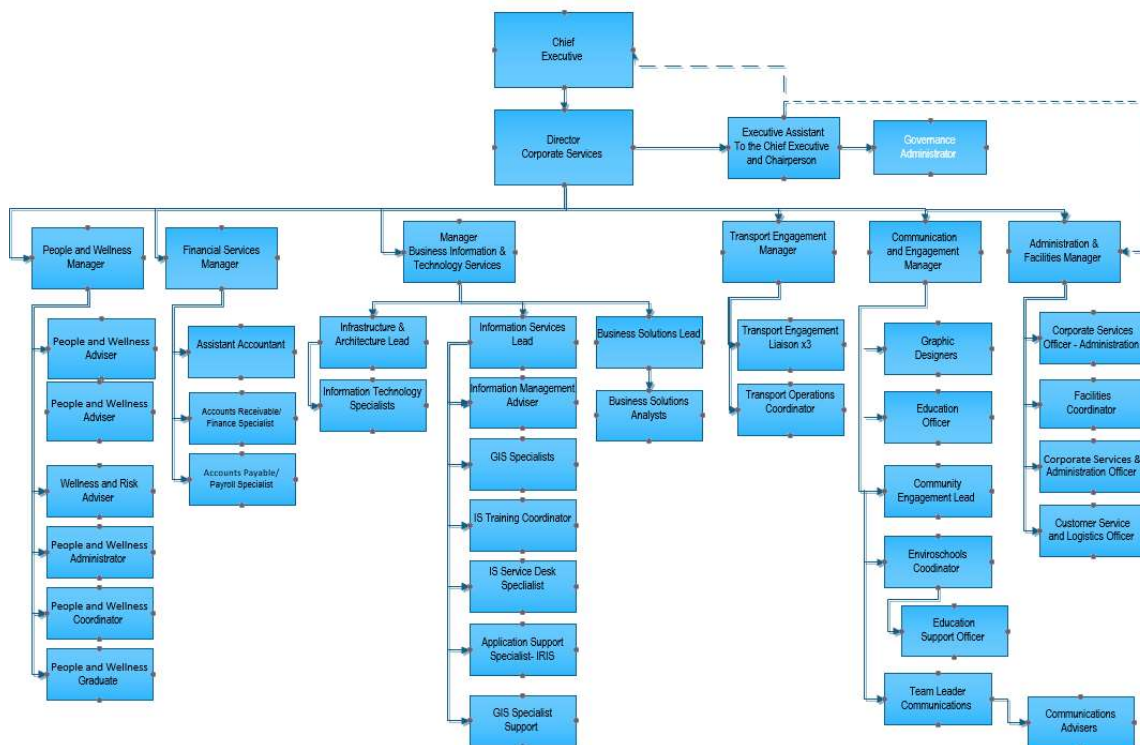
Location: Stratford

Job Context: Permanent Full Time

Position Number: 331

Holder: Vacant

Hours: 9am to 5pm



Role Purpose

The role of Governance Administrator provides a range of support services including; organising and coordinate meetings in accordance with Council's meeting protocol and relevant legislation, delivering high quality agendas, minute taking and standing orders advice, maintaining close professional working relationships with elected and appointed members of Council and its committees, and supporting governance and wider administration processes.

Key Skills

Qualification

- Experience supporting committees or governance boards
- Experienced Personal or Executive Assistant

Knowledge

- Advanced word processing and document formatting skills
- Strong computer literacy, including confidence and competence in the use of Microsoft Office products to an intermediate level or above
- An understanding of local government and how it operates

Skills

- Excellent secretarial and administrative skills
- Excellent oral and written communication skills
- Strong organisational and time management skills
- Ability to manage multiple jobs
- Well organised and methodical
- Strong inter-personal skills

Personal Attributes

- Attention to detail
- Excellent customer services and a can-do attitude
- Good interpersonal and relationship-building skills, ideally within a political environment
- Ability to perform under pressure to meet tight deadlines
- Able to work with minimum supervision
- Committed to getting the job done, with a high degree of self-motivation
- Ability to work in a confidential manner including tact and discretion
- Team Player
- A commitment to continual improvement, personal growth and development and the 'Our TRC' development programme.

Tasks

- Provide high level council and committee meeting support including collating papers, preparing agendas, providing standing order advice, taking minutes and providing general elected member support
- Arrange travel and accommodation
- Provide back-up to reception as required. Provide back-up support to the wider Administrative support teams and functions.
- Any other task and duties as required by the Executive Assistant to the Chief Executive and Chairperson and the Director - Corporate Services

Special requirements

- May be required to work outside normal working hours
- Must be able to undertake the physical requirements of the position
- May be required to work with hazardous and toxic materials
- May be expected to work under conditions in which personal risk is incurred and safety procedures must be adhered to in accordance with the Council's Policies and Procedures.

Health and Safety

The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities. There are two key points to health and safety:

- The safety of our people and the communities in which we operate always comes first
- We are all empowered and expected to challenge any unsafe situation at work

We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning
- Ensuring competence to do the job

Mission and Key Message

Our Mission:

To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources
- Safeguarding Taranaki's people and resources from natural and other hazards
- Promoting and providing for significant services, amenities and infrastructure
- Representing Taranaki's interests and contributions regionally, nationally and internationally

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

Our Key Message:

The Taranaki Regional Council works with the Taranaki community to help make the region a fantastic place to live, play and do business.

Values:

We are committed to:

- Public service
- Service First
- Improving the quality of our performance
- Working safely
- Effective communication and teamwork
- Initiative and the right to make mistakes
- Accountability and results
- Presentation, respect and care
- Job satisfaction