

Position Description

Position Details

Position Title	Mayoral Aide
Responsible To	Senior Executive Assistant to the Mayor & CEO
Employment Type	Part-time, Fixed Term
Hours of work	20 hours per week, Monday to Friday
Location	District Office, Ranfurly Court, Kawerau

Position Purpose

To provide support services to the Mayor, and to the Senior EA to the Mayor & CEO, including providing administrative services; and to provide relief cover for the Senior EA to the Mayor & CEO, and for the Administration Officer.

Council's Vision

To create a resilient and sustainable Kawerau District that can meet the needs of the future.

Internal and External Relationships

Internal Relationships

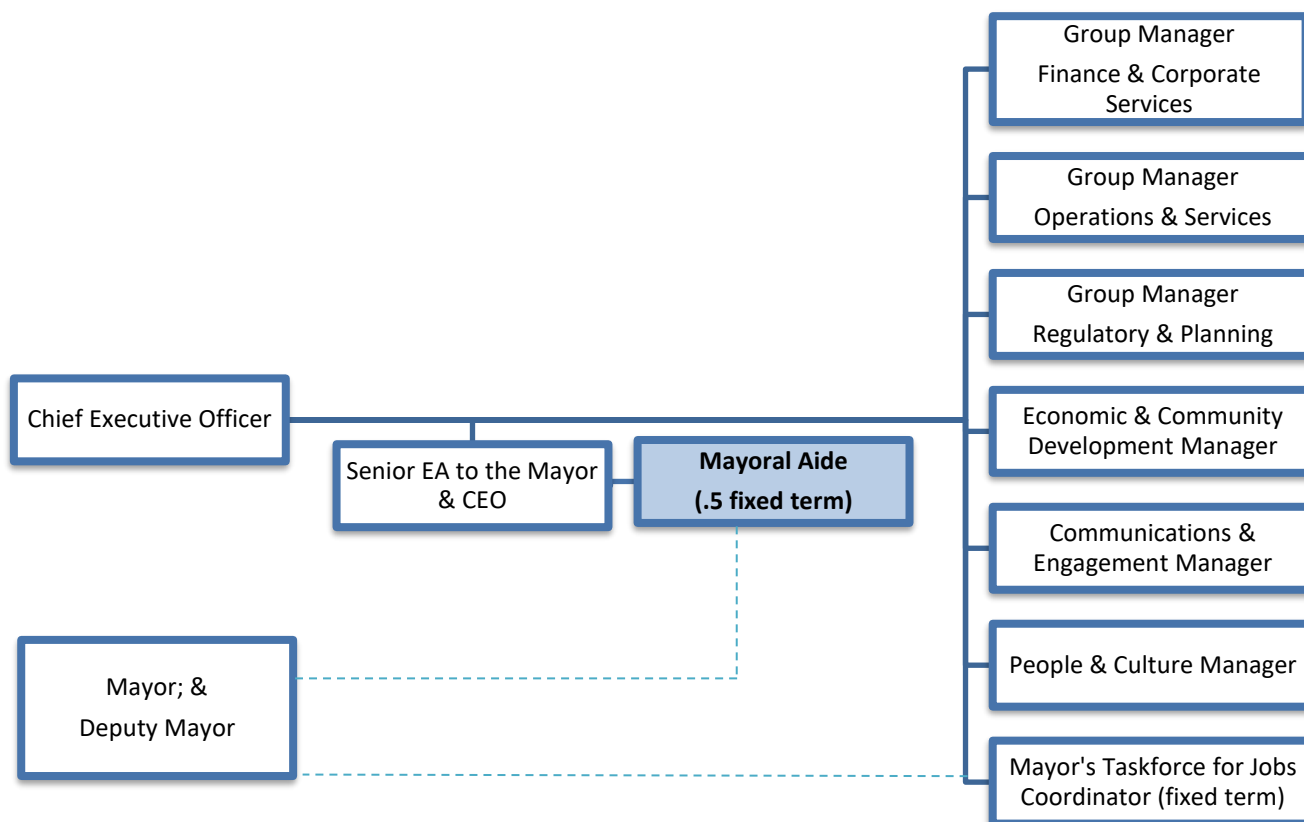
- Mayor
- Elected Members
- Chief Executive Officer
- Senior EA to the Mayor & CEO
- Staff

External Relationships

- Government and Territorial Authorities
- Non-Government Partner Agencies
- Businesses, Industries and Organisations
- Tangata Whenua
- Public

Kawerau District Council operates a Drug and Alcohol Policy which includes pre-employment, random, post-accident/incident and reasonable grounds testing.

Organisation Structure



Key Responsibilities:

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
GOVERNANCE SUPPORT	
<ul style="list-style-type: none"> • Work with the Senior EA to the Mayor & CEO to anticipate the needs of the Mayor, to ensure the Mayor is provided with the information and resources needed to prioritise, prepare and undertake their work activities in an informed way. • Assist the Senior EA to the Mayor & CEO as a point of contact for mayoral enquiries. • As delegated by the Senior EA to the Mayor & CEO: <ul style="list-style-type: none"> ○ Provide administrative and secretarial support, including reports, letters, memoranda and email. 	<ul style="list-style-type: none"> • Administrative support is provided in accordance with Local Government Official Information and Meetings Act 1987, and the Local Government Act 2002. • Documents are accurate and produced in a timely fashion. • Co-ordination and requirements are provided. • Responses to requests for assistance are prompt, and helpful. • Follow up with relevant teams to provide accurate and appropriate responses, to

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
<ul style="list-style-type: none"> ○ Provide support with appointments, meetings, trainings and events for the Mayor, and for the CEO. ○ Manage public enquiries and receive visitors on behalf of the Mayor. ● Develop and maintain effective relationships with key stakeholders (both internal and external) including Councillors and Iwi. ● Maintain a high level of confidentiality. ● Prioritise tasks appropriately. 	<ul style="list-style-type: none"> ● ensure the Mayor can respond back to the public in a timely manner. ● Calendar bookings and appointments are clearly communicated at least a day in advance (where possible) to those involved. ● Phone calls are screened, and messages taken as appropriate. ● Visitors are promptly acknowledged and made to feel welcome.
ADMINISTRATIVE SUPPORT	
<ul style="list-style-type: none"> ● Support the Senior EA to the Mayor & CEO with: <ul style="list-style-type: none"> ○ Booking registrations, accommodation and travel. ○ Reports, agendas and minutes for Council and Committee meetings/workshops, and internal organisation meetings. ○ Ordering catering. ○ Recording of incoming mail. ○ Provide a printing, photocopying, binding and laminating service to the Mayor & CEO. ● Assist the Administration Officer, Senior EA to the Mayor & CEO, and PA to the Managers to maintain and clean the staff tearoom and kitchen throughout the day as needed. ● Provide relief cover for the Senior EA to the Mayor & CEO, and Administration Officer. 	<ul style="list-style-type: none"> ● Ensure work is completed within agreed time frames. ● Advertisements are placed in accordance with Council's requirements, Local Government Official Information and Meetings Act 1987, Local Government Act 2002 and Standing Orders. ● Meeting rooms are set up appropriately, with required resources, and in time for meetings (no delays due to lack of resourcing). ● Catering is ordered on time, set out as appropriate, and cleaned up when the meeting/function is finished. ● Kitchen is maintained in a clean and tidy way (eg dirty crockery is not stacking up on bench or in sink, benches and tables are wiped clean).
CULTURAL SUPPORT	
<ul style="list-style-type: none"> ● Contribute to the promotion of the principles of Te Tiriti o Waitangi within the organisation. ● Contribute to the promotion of Te Reo Maori me ona Tikanga within the organisation. 	<p>The Senior EA to the Mayor & CEO is assisted to provide cultural support across the organisation.</p>
INFORMATION MANAGEMENT	
<ul style="list-style-type: none"> ● Assist the Senior EA to the Mayor & CEO, and the Administration Officer with the management of electronic filing of documents 	<ul style="list-style-type: none"> ● Filing is kept up to date, is accessible, and is precise.

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
<p>on behalf of Council, for easy retrieval / access.</p> <ul style="list-style-type: none"> • Research material as requested. • Assist the Mayor with preparation of the Mayor's report. • Produce professional publications and presentations using Powerpoint / Publisher (or equivalent) for the Mayor. 	<ul style="list-style-type: none"> • Research is thorough and relevant. • Publications and presentations contain accurate information, are easy to understand, and present a professional image of the Kawerau District Council.
SPECIAL PROJECTS	
<ul style="list-style-type: none"> • Work with the Senior EA to the Mayor & CEO to manage, coordinate and review all Mayoral and Civic functions, including ANZAC day ceremonies, NZ Citizenship ceremonies, and other special events as required. The Mayoral Aide may be required to attend events and complete any other duties to ensure a well-run event. • Assist the Senior EA to the Mayor & CEO with organising events and functions as required including venue bookings, catering, resources and information. • Manage and coordinate special projects for Elected Members as directed by the Senior EA to the Mayor & CEO. • Provide assistance with special projects as required from time to time by the Senior EA to the Mayor & CEO. 	<p>Special projects are undertaken and assigned tasks are completed within agreed timeframes.</p>
RELATIONSHIPS	
<ul style="list-style-type: none"> • Establish and support effective working relationships and channels of communication with a wide range of internal and external stakeholders. • Deliver positive and solution focused communication to internal staff and external stakeholders. • Liaise with other Elected Members and/or Governance Teams from other Councils/Territorial Local Authorities, as required. 	<p>Networks and relationships with external stakeholders and other organisations (eg other Councils/Territorial Local Authorities) are effective and of assistance to the Mayoral Aide.</p>

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
PROFESSIONAL DEVELOPMENT	
<ul style="list-style-type: none"> • Develop and maintain professional knowledge and contacts. • Identify and undertake sufficient training to maintain knowledge to undertake allocated tasks. • Attend training opportunities relevant to position and the Council. 	<ul style="list-style-type: none"> • Knowledge of role requirements is current. • Training identified and attended is effective, implemented where possible, and benefits Council and the incumbent.
HEALTH & SAFETY	
<ul style="list-style-type: none"> • Takes all practicable steps to ensure personal safety and not cause harm to any other person by personal actions. • Demonstrates a personal commitment to Health and Safety in accordance with Council's Health and Safety Policy. • Actively contributes to a healthy culture of manaakitanga (respect, generosity, and care). 	<ul style="list-style-type: none"> • Hazards are identified and control measures followed. • Work-related accidents, incidents and illnesses are reported. • Emergency procedures are followed. • Safe work practices are demonstrated.
GENERAL	
<ul style="list-style-type: none"> • Provide and maintain a high standard of service to all customers, both externally and internally. • Participate in the organisation's Personal Performance and Development Programme (PPD). • Participate in the organisation's business improvement programme. • Participate in Council's Civil Defence response teams. • Carry out any other relevant duties as reasonably required. 	<ul style="list-style-type: none"> • Communication (both verbal and written) is prompt and clear. • Unbiased and empowering PPDs are completed with people lead and any direct reports. • Consistent attendance at and participation in Team meetings. • Participation in emergency drills and incidents as required. • Participate in Civil Defence training and events. • Willingly accept tasks assigned and meet agreed deadlines.

Person Specification

Technical / Professional Qualifications / Experience

- Minimum of three years relevant work experience in Office administration, procedures and systems.

- Knowledge and understanding of Local Government procedures and associated legislation – desirable.
- Experience in record management and data bases in accordance with Local Government requirements.
- Demonstrated word-processing skills to an intermediate level and speed, using the Microsoft Office suite.
- Familiarity with Electronic Purchase Orders.
- Valid Drivers' Licence.

Knowledge / Skills / Attributes

- Excellent English skills – written, verbal, listening, comprehension and transcription.
- Demonstrated ability to create and administer systems for records and databases.
- Experience and ability to proactively apply knowledge and skills to continually improve systems, quality and results.
- An ability to deal with people at the political and community level.
- Confidence and ability in committee and meeting situations.
- Ability to be time-flexible, self-motivated and have a well organised approach to work.
- Ability to work under pressure to compelling deadlines and without supervision.
- Commitment to providing excellent customer service with the ability to build and maintain effective, successful and professional working relationships.
- Have a high level of discretion and diplomacy with ability to maintain strict confidence on any Council matter of a sensitive nature.
- Works effectively as part of a team.