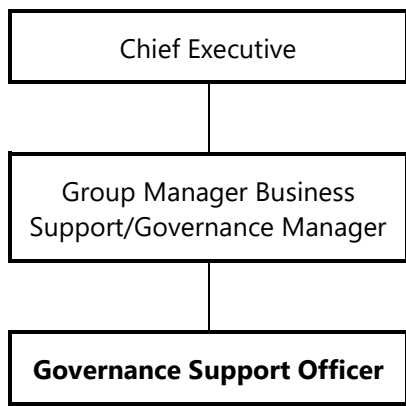


POSITION DESCRIPTION



Job Title:	Governance Support Officer
Responsible To:	Group Manager Business Support/Governance Manager
Responsible For:	Nil Staff
Position Purpose:	<i>This job exists to:</i> <ul style="list-style-type: none">• <i>Ensure timely and accurate preparation of agendas, and minutes for Council and Council Committee meetings.</i>• <i>Communicate changes and/or other matters as necessary to staff and elected members.</i>
Date:	December 2024

ORGANISATION CONTEXT



IMPORTANT FUNCTIONAL RELATIONSHIPS

External

- Residents and ratepayers
- Council customers
- Telephone customers
- Various government agencies
- Local government NZ
- Other local authorities
- Independent member Risk and Assurance
- Travel suppliers
- Service providers

Internal

- All staff
- Elected Members

KEY RESULT AREAS

The position of **Governance Support Officer** encompasses the following functions or Key Result Areas:

Jobholder is accountable for	Jobholder is successful when
<p>Meetings</p> <ul style="list-style-type: none"> • Managing or overseeing Council, Council committees, and Coast Community Board in agenda collation, preparation and printing of agenda, and timely distribution • Managing the administration of the Coast Community Board's Coast Initiatives Fund. • Acting as recorder to Council and Committee meetings • Ensuring meeting decisions are recorded correctly • Ensuring all Council meeting decisions are appropriately documented and recorded with actions circulated to staff • Co-ordinating venue / catering for Council, Committees, Community Board meetings and workshops • Follow up with managers when reports are outstanding. • Ensure that relevant meeting deadlines and statutory requirements are met. 	<ul style="list-style-type: none"> • Reports are accurate and appropriateness of reports prepared for meeting agendas • Agenda is timely, allowing 2 clear working days for elected members • Minutes correctly recorded and filed • Decisions record mover and seconder • The proceedings of the meeting and adopted as true record without challenge 98% of the time • Agendas and minutes meet statutory requirements • Actions distributed to staff in a timely manner • Venues are suitable and catering is appropriate and timely • Council reports are professional and meet timeframes.
<p>Governance Advisor and Administration</p> <ul style="list-style-type: none"> • Planning and coordinating Citizenship Ceremonies with Internal Affairs and in conjunction with Ordinary Council meetings and any other presenters • Maintaining meeting schedule, advertise meetings and manage timing logistics for meetings • Keeping an up-to-date and indexed file of minutes • Maintaining contact with elected members, advising of meeting time changes, and other governance events • Providing guidance on non-complicated governance matters to staff and elected members. • Co-ordinate election campaign requirements and manage the governance web and election page content. 	<ul style="list-style-type: none"> • Internal Affairs notified within three working days confirming attendance • All members and public receive adequate notice of meetings • Positive feedback from staff and Elected Members. • Staff and elected members are informed on non-complicated matters and referred to the correct source for more complex advice. • Governance related procurement and invoice processing is managed appropriately.

<p>Travel and accommodation bookings</p> <ul style="list-style-type: none"> • Provide back-up travel booking support for mayor, councillors and Chief Executive • Reconciling and arranging appropriate cost recoveries for travel and accommodation • Managing relationship/discounts with regular suppliers. 	<ul style="list-style-type: none"> • Travel and accommodation bookings are undertaken at best value.
<p>Relationship Management</p> <ul style="list-style-type: none"> • Establishing and maintaining close working relationships with internal and external contacts including local authorities, ratepayers, consultants and contractors • Representing Council at appropriate local government conferences and seminars and other networking events. 	<ul style="list-style-type: none"> • Effective, professional relationships and partnerships are developed and maintained with internal and external contacts • Professional image is conveyed in public forums • Issues relevant to Local Government and the Council are well presented.
<p>Personal Development</p> <ul style="list-style-type: none"> • Develop and maintain professional knowledge and contacts. • Ensuring the relationship with internal staff, elected members and the community is positive and constructive. 	<ul style="list-style-type: none"> • Identify and undertake sufficient training to maintain knowledge to undertake allocated tasks • Attend training opportunities relevant to position and the Council.
<p>Health and Safety</p> <ul style="list-style-type: none"> • Take all reasonable care to ensure the health and safety of yourself and others. • Comply with Ōpōtiki District Councils Health and Safety Policy and Procedures and any other reasonable instructions 	<ul style="list-style-type: none"> • Events, near misses and injuries are reported in accordance with organisations requirements. • Engage in and promote health and safety in the front of house and related work areas.
<p>Civil Defence</p> <ul style="list-style-type: none"> • Undertake necessary training to ensure Preparedness for Emergency Management. 	<ul style="list-style-type: none"> • Support is provided during an emergency.

Other duties expected of position holder:

Undertake any other duties and functions as may be requested of you by your Manager.

Note:

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

PERSON SPECIFICATION

- Knowledge of Meeting protocol and Standing Orders
- Knowledge of Local Government Act 2002
- Advanced computer literacy, particularly in Outlook, Word and PowerPoint.
- Typing speed of 70 words per minute, shorthand and minute recording experience
- Minimum of five years' experience in administrative support role
- Experience with scheduling and diary management
- Intermediate knowledge of Local Government processes and protocols
- Understanding and commitment to customer service

Key Job Competencies

- Ability to interact with a diverse range of people and customers
- An ability to manage a busy workload, to prioritise as circumstances dictate and produce high levels of accurate output.
- Experienced in handling issues of great sensitivity and able to act tactfully and to maintain high levels of confidentiality
- Excellent time management and organisational skills
- Self editing, grammar and written skills
- Ability to categorise work to establish priority tasks
- High standard of interpersonal, oral, and communication skills
- Able to maintain confidentiality

Manager

Date

Position Holder

Date