



POSITION DESCRIPTION

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| Position: Executive Assistant to Executive Manager | Group: Infrastructure |
| Job-holder: _____ | Location: Taumarunui |
| Responsible to: Executive Manager | Date: |
| Responsible for: Provides high quality business support to the Executive Manager,– Infrastructure and the respective business unit. | |

OUR DISRICT:

We are proud of our reputation in the community and are working hard to bring to life the 10-year Long Term Plan (LTP). Council is on a journey to drive and support the development of safe, prosperous, rural communities that thrive and capitalise on our agriculture, business and tourism sectors, while sustaining our beautiful environment. We are doing this through promoting an environment which is sustainable, enhances the quality of life, and meets the needs of our present and future citizens and visitors to the Ruapehu District. We serve a population of 13,000 spread across 6,730 square kilometres, with an annual turnover of \$50 million and assets of \$500 million including one million visitors to our unique and beautiful environment.

The Ruapehu District offers an enviable lifestyle on offer with the Tongariro World Heritage Park and the Whanganui National Park, as well as having superior snow sports, Cycle trail, trekking, kayaking, hunting and fishing at our doorstep to support a healthy work life balance.

OUR LEADERSHIP PHILOSOPHY:

Our leadership ethos is founded on the servant leadership model demonstrated through our day-to-day activities, behaviours and our interactions with staff, Iwi, and key stakeholders in our community. We are respectful in our approach and lead by example.

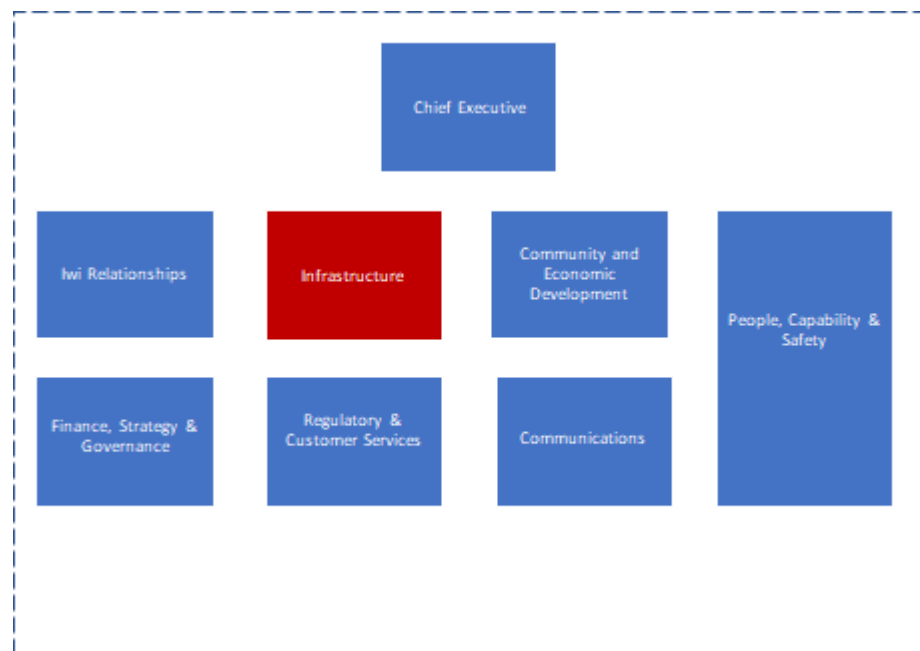
POSITION OVERVIEW:

The Executive Assistant provides high-quality business support to their executive manager and the respective business unit. Using expert secretarial and administration skills the role supports the smooth running of various tasks and efficient business operations. Whilst the Executive Assistant will assist the larger team in terms of support, the role primarily supports the Executive Manager and additional requests from the group will be by approval.

Financial & Non-Financial Delegations:

Number of direct reports: 0 Number of indirect reports: 0

Expenditure Authority Levels: Individual expenditure items within approved budgets



LEVEL OF AUTONOMY AND DEGREE OF DELEGATION:

The position works within clear, high-level KPIs and plays a key role in providing administrative support across a range of government services. The role is responsible for a variety of tasks that support the executive manager and the group to achieve its shared goals.

STAKEHOLDER ENGAGEMENT:

Internal: Chief Executive, executive manager, team leaders, group members, management teams, executive leadership team and all other team members.

External: Members of the public, elected members, consultants and service providers.

THE ROLE:

The Executive Assistant is responsible for a variety of tasks to support the Executive Manager including but not limited to:

- Managing the reporting deadlines for the Infrastructure team.
- Organising meetings and events, taking minutes, managing and drafting documents and correspondence
- Arranging travel and diary management.

The position reports directly to the Executive Manager and requests from other members of the group for assistance are by arrangement with the Executive Manager to ensure that delivery of the group's KPIs and Group Business Plan are realistic and deliverable.

KEY ACCOUNTABILITIES – this table forms the basis for annual KPIs

This position encompasses the following major functions or Key Result Areas:

- Executive support
- Team support
- Technology and systems

| Key Performance Areas | Key Accountabilities | Key Performance Indicators |
|--|---|--|
| RDC Values | Conduct all business activities in line with our RDC values. | Demonstrate our RDC values in all business activity and when working with both internal and external partners. |
| Executive support | Deliver high-quality administration, coordination and secretarial services to the Executive Management, including effective diary and calendar management. Support all enquiries from internal and external customers on behalf of the Executive Manager. | All tasks are carried out promptly, efficiently and within the agreed timeframes, diary and calendar is managed effectively with items clearly detailed and communicated in a timely fashion. All visitors and general enquiries are responded to appropriately, with accurate messages recorded and follow up actions taken as requested by the manager. |
| Team support, backup assistance and relief work | Provide team support as directed by the Executive Manager when required, needed in relation to: <ul style="list-style-type: none">– correspondence and memoranda– spreadsheet data entry– investigation of complaints– filing of hard copy documents | All document management and correspondence are actioned within the corporate timeframe, adheres to corporate Standards and is part of the Electronic Document Management System (EDMS). All documents are filed and recorded as appropriate in the relevant document management system. |

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| | <ul style="list-style-type: none"> – coordinating, booking meetings, training sessions etc <p>Carry out ad-hoc research to support the interests of the department and preparation of various reporting.</p> <p>Coordinate reports assisting with typing and formatting of notes for council and community boards meetings, take accountability for documenting and working with the Executive Manager to reinforce responsibility and accountability in these areas to ensure that follow-up actions are taken.</p> <p>Providing backup/assistance for other support functions as directed by management, assisting in other support and administrative duties as directed by the Executive Manager.</p> | <p>All tasks are carried out effectively and efficiently within timeframes given. All diary bookings and additional arrangements are made promptly with high attention to detail.</p> <p>Accurate information is sourced to support reporting and support is given to all tasks associated with annual planning and reporting.</p> <p>Accurate minute notes and follow up actions are documented and recorded with actions completed in given timeframes. Relevant data is collected and provided to support quarterly reporting.</p> <p>Provide back fill/ relief support across the business as required, covering for other support roles during periods of leave and/or busy periods of the year.</p> |
| Technology and systems | Adhere to the use of council technologies and digital platforms inclusive of DWS and Microsoft programs. | Show a good working knowledge and use of our technology systems while ensuring related documents are accessible and up to date. |

ANY OTHER INFORMATION RELATED TO POSITION:

The council is responsible for Civil Defence emergencies, and it is understood all employees will be trained and may be called on to keep open essential services, to participate in emergency management training and respond to adverse events and to assist in other duties as required.

PERSON SPECIFICATION

Professional & Technical Competencies

- Demonstrated successful experience in two or more of the following areas:
 - Local Government experience
 - Understanding of the LGOIMA process and Local Government Act 2002
 - Previous high level executive assistance

Formal qualifications

- Secondary school level education
- Full New Zealand driver's license
- Business administration, word processing or secretarial qualifications

Depth and breadth of experience needed

- Excellent communication and interpersonal skills
- Ability to prioritise work and work with people at all levels
- Excellent organisational skills and problem solving
- Excellent keyboard skills and computer skills

POSITION-HOLDER:

NAME:

MANAGER

NAME

SIGNATURE..... DATE.../.../...

SIGNATURE..... DATE

Attachment 1

The Three Pillars of our work at RDC

People

- Our job is to serve the people of the Ruapehu. Every customer and community member is to feel that they are listened to, treated respectfully, and we 'go the extra mile' to find solutions for them;
- We must be good and sincere communicators, and 'do what we say we will do when we say we'll do it';
- We must ensure that our customers, including other staff are, satisfied with our service;
- We must each individually commit to building a great workplace, where every staff member "starts each day with a sense of purpose and ends each day with a sense of accomplishment".

Teamwork

- We must trust each other's abilities and roles in the organisation;
- We must respect each other's different perspectives, cultures, life and work experiences – because these are strengths;
- We must accept our limitations and need of others – to work together for better results for our customers and community.

Continuous Improvement

- We must accept responsibility and accountability for our own work;
 - We must challenge and try to improve everything we do to deliver quality results;
 - We must not be afraid to lead change to deliver better services to our community;
 - We must commit to consistently achieving more cost-effective and smarter ways to work;
 - We must provide effective and efficient services and assets to our communities at all times.
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