



POSITION DESCRIPTION

Position: Governance Officer	Group: Finance and Strategy
Job-holder:	Location: Taumarunui
Responsible to: Governance Manager	Date: May 2023
Responsible for: To support the effective operation of the Council, together with its Committees and Community Boards, through the provision of quality governance and administration support, including meeting management and maintaining the integrity of relevant systems.	

OUR DISTRICT:

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 \$40 million and assets of \$400 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:

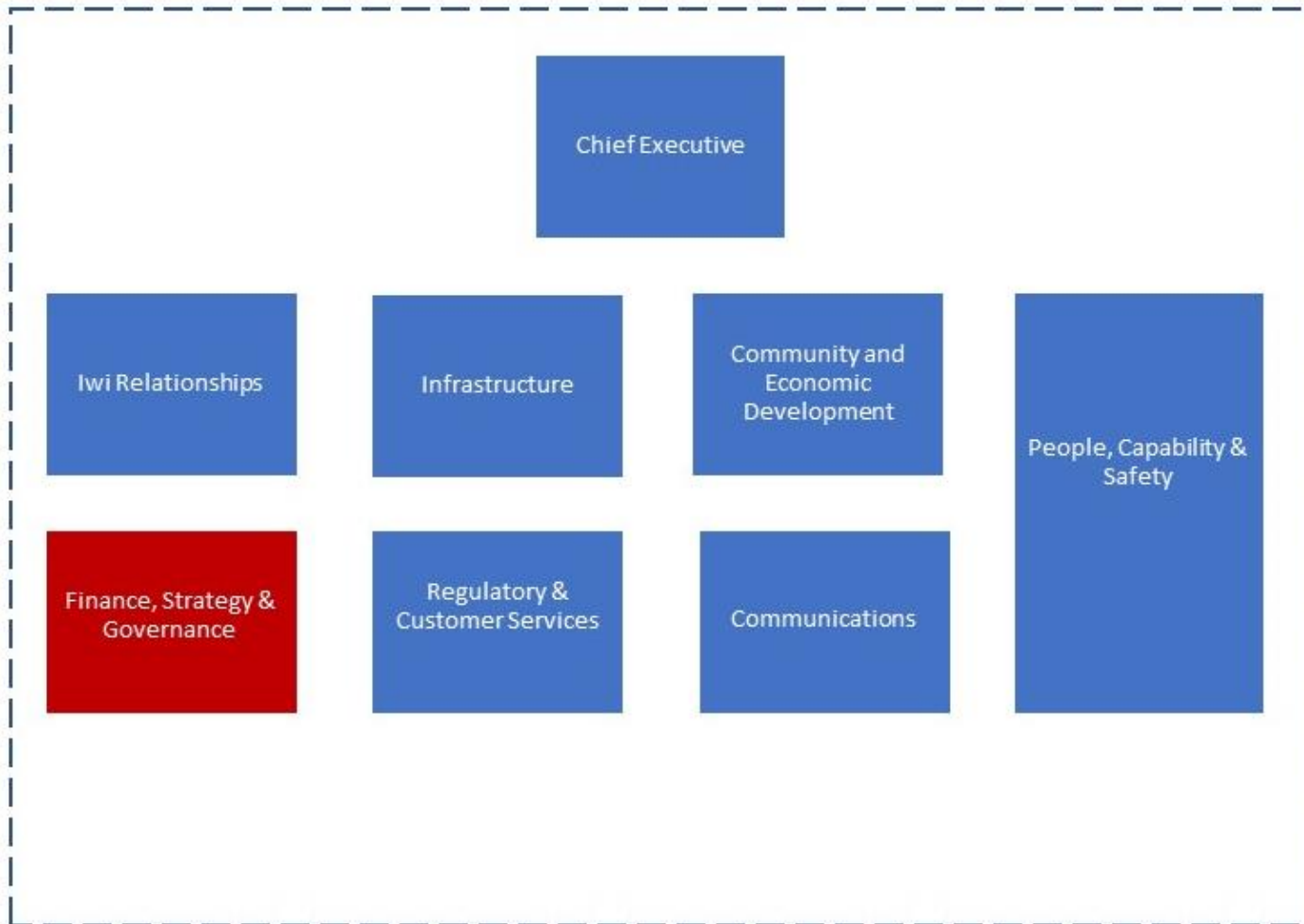
The Governance Officer is to provide comprehensive, efficient, and high-quality support to the Governance Manager to promote the integrity of local democratic functions and smooth administration of Council, Committee and Community Board meetings, workshops and community hui.

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 role operates under a series of high-level KPIs, working autonomously and collaboratively to achieve the desired business outcomes. The role is consultative in nature and supports business leaders to make informed decisions through expert advisory.

STAKEHOLDER ENGAGEMENT:

Internal: Chief Executive, Mayor, Executive Leadership Team, Managers, other Internal teams, and Elected Members.

External: Community Groups, Local iwi representatives, and Members of the Public.

THE ROLE:

The role is responsible for supporting the governance team to provide high quality, expert governance advice. The major focus of the role is to coordinate the business paper process (reports) for Community Board meetings, to assist with venue set-up, attend Council, Committee and Community Board meetings and take minutes. The role will also provide internal support to Council staff to enable effective and timely reports for Meeting agendas.

KEY ACCOUNTABILITIES – this table forms the basis for annual KPIs

- Governance Support
- Elected Member Support
- Health, Safety and Compliance
- Systems and Processes
- Continuous Improvement

Key Performance Areas	Key Accountabilities	Key Performance Indicators
RDC Values	Conduct all business activities in line with Ruapehu District Council's values.	Demonstrate Ruapehu District Council's values in all business activity and when working with both internal and external partners.
Governance Support	Support is provided to ensure meeting and workshop schedules for Council, Committees and Community Boards are maintained, communicated, and notified (advertised) accordingly Ensuring easy public access to information on democratic processes, the Council and the decisions of Council (including its Committees and Community Boards) and effective maintenance of official records.	Meetings are publicly notified in accordance with statutory timeframes via Council's Facebook Events, Website, and local print media. Ensure documentation related to all formal meetings of Council, Committees and Community Boards is collated, compiled, distributed and loaded to the website within agreed timeframes.
	Support the implementation and ongoing use of relevant technology to support Governance services. Support the review, development, and adoption of reporting templates to Council, Committees and Community Boards and provide advice to report writers to ensure completeness.	Readable, timely reports that enable effective decision making are submitted to Council, Committees and Community Boards using the templates.

	<p>Provide a professional and friendly hosting service to all guests, external speakers and members of the public for Council, Committees, and Community Board meetings.</p> <p>Meetings and workshops of Council, Committees, and Community Boards are supported. Attend meetings and prepare draft minutes of the meetings and workshops under the direction of the Governance Manager.</p> <p>Provide support to the Ruapehu-Whanganui Rural Support Trust in rotation with Whanganui District Council.</p>	<p>Public Forum, Deputation and external speakers are advised of the meeting arrangements, including any public health guidelines (COVID-19), remote attendance protocols and a link to the Public Agenda in a timely manner. Speakers are provided with guidelines on how to address the meeting, including instructions on how to provide the Governance team with any handouts or PowerPoint presentations.</p> <p>Assistance with the management of meeting and workshop venues for Council, Committees and Community Boards is provided; including bookings, setting up in accordance with any current Public Health Orders (COVID), and ensuring live streaming facilities are tested, fully functioning and those who need to attend by AV link have the correct information and guidelines.</p>
	<p>Provide professional and accurate guidance on timing, relevance and outcomes for Committee reports and agendas to Elected Members, Senior Managers and other staff</p> <p>Support the planning and preparation for Council's Representation Reviews</p> <p>Be the Department of Internal Affairs (DIA) liaison for District-wide citizenship ceremonies and provide support to the Mayor's Office to manage the delivery of these events.</p>	<p>Minutes are accurately recorded, adhere to the requirements of the Official Information and Meetings Act, are well-indexed, and available at all times. Minute Decision and Action Sheets are produced, distributed, actions documented and assigned to relevant staff and followed up on to ensure completion in a timely manner.</p> <p>The Policy & Strategy team is supported to in the preparation and communication of the Representation Review Process. Hearings are coordinated.</p> <p>Council continues to operate smoothly at all times.</p> <p>Citizenship ceremonies are successfully held in accordance with DIA instructions, ensuring they fulfil legal requirements, and all relevant materials and resources are provided.</p>

<p>Elected Member Support</p>	<p>Assist with planning and preparation for the triennial local government elections, including support to the induction and ongoing training programme for Elected Members.</p> <p>Support the delivery of ceremonies such as swearing in ceremonies for elected members, ensuring they fulfil legal requirements, and all relevant materials/ resources are provided.</p> <p>Collate and check attendance on Elected Member time sheets ready for monthly processing.</p> <p>All customers, including Elected Members, Council staff and the Community, receives prompt, professional response to any queries raised relating to democratic processes.</p>	<p>Core competencies for Elected Members are identified and they are supported to access appropriate training required to develop these competencies</p> <p>Elected Members and staff understand democratic policies and processes and they're on board with them</p> <p>Elected Members are remunerated in a timely manner.</p> <p>Problems are solved quickly, and everyone involved accepts the outcome</p>
<p>Health, Safety and Compliance</p>	<p>The CEO, as the Officer, has overall responsibility for the effective management of workplace health and safety within Ruapehu District Council (the PCBU).</p> <p>However, safety is everyone's responsibility, and all workers should strive to meet and exceed the requirements of the Health and Safety at Work Act 2015.</p> <p>Take reasonable care of your own health and safety, with reasonable care that your actions or omissions do not affect the health and safety of other people.</p>	<p>Demonstrate reasonable care of personal health and safety and care of others.</p> <p>Ensure policies and procedures relating to health and safety at the workplace are always adhered to. Co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.</p> <p>Report all hazards and risks in a timely manner in line with reporting procedures.</p>
<p>Systems and processes</p>	<p>Adhere to the use of council technologies and digital platforms inclusive of DWS and Microsoft programmes.</p> <p>Oversee the systems, processes, procedures and support necessary to enable effective governance and effective organisational responses to governance and representation requirements.</p> <p>Explore innovation to increase efficiency in the democratic processes through using technology or other new ways of working.</p>	<p>Demonstrate a good working knowledge and use of RDC's technology systems while ensuring related documents are easily accessible, up to date and retrievable at a later date.</p> <p>Changes are considered with the user in mind, and managed sensitively with great communication</p>

Continuous Improvement	<p>Actively and enthusiastically promote the concept of continuous improvement.</p> <p>Maintain a positive overall attitude in the workplace, including promoting RDC in a positive manner.</p> <p>Demonstrate a strong team commitment.</p> <p>Active involvement in decision making processes when the opportunity is made available.</p> <p>Deliver on project outcomes: on time.</p>	<p>The concept of continuous improvement is practiced by showing initiative with new ideas and positively acknowledging others ideas.</p> <p>Honest and open feedback is provided as and when required, aiming to constructively deal with all issues.</p> <p>Works in a collegial manner.</p> <p>Displays sound judgment and making responsible decisions.</p> <p>Manages public expectations and is customer focused.</p>
-------------------------------	--	---

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

- Previous experience in a similar role, supporting Council, Committees, Community Boards with meeting management, ideally in the local government sector.
- A proven track record of thinking differently, acting with integrity, working together and making it happen.
- An understanding of the local government Act 2002, Local Government Official Information and Meetings Act (LGOIMA) and Standing Orders.
- Requirement to work flexibly to meet the demands of the support to Community Boards, including being able to work outside normal office hours and away from the normal office base.

Formal qualifications

- Secondary level education
- Full NZ drivers' licence.

Depth and breadth of experience needed

- Excellent communication and interpersonal skills.
- An understanding of local government and applicable legislation.
- Amazing writing skills with a keen eye for typos and the ability to capture key points from robust discussion.
- A lateral strategic thinker and solution oriented.
- A proven track record of success in providing exceptional meeting, event and/or business support or similar experience in an administrative role, dealing with confidential and sensitive information.
- Ability to work under pressure and unsupervised.
- Competence on a range of IT packages.

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.