

Position Description

POSITION	: Executive Assistant – People and Culture
REPORTS TO	: General Manager – People and Culture
LOCATION	: Alexandra

Purpose

The Executive Assistant is responsible for providing a high level of support to the General Manager – People and Culture, which will enable the General Manager to undertake their role effectively and efficiently. Administrative support to the People and Culture Team is also a top priority in this role.

You will be professional and highly organised with experience in managing multiple tasks and priorities whilst providing a positive working relationship with internal and external stakeholders.

Our Values

Our values embody the culture of the Central Otago District Council, how we behave and how decisions are made. They are built by staff, for staff, ensuring that all employees are on the same page so we can achieve and deliver our vision.



**Be
Respectful**



**Work
together**



**Be
courageous**



**Me manaaki tētahi ki tētahi, me
pakihiwitahi te tū – kia haere tahi ai tātou**

**Respect each other, stand shoulder to shoulder – so that we may travel on this
journey together**

Principal Duties and Responsibilities

1. Liaise with relevant stakeholders to ensure information provided to the General Manager – People & Culture is within required timeframes so that deliverables are met.
2. Pre-empt the needs of the General Manager – People & Culture to ensure that they are provided with the information and resources they need to prioritise, prepare, and undertake their work activities in an informed way.
3. Be the first point of contact for the General Manager – People & Culture for all external persons including those calling into the office, calling via the phone, communicating via emails and all other external correspondence while maintaining effective relations with key stakeholders, both internal and external.
4. Effectively manage and coordinate the General Manager – People & Culture's diary and appointment schedule by planning and scheduling commitments including meetings, conferences, teleconferences, and travel. Ensure that any meeting conflicts are resolved and prioritised in a timely manner, including resolving disputes with affected stakeholders when rescheduling.
5. Manage incoming emails for the General Manager – People & Culture and People email addresses, evaluating which to escalate or when to respond directly where required.
6. Prepare high quality, accurate and timely documents, reports, presentations and information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text and data as required.
7. Arrange and coordinate strategic meetings and events including agenda development, minute taking, report preparation, preparing presentations, arranging facilities, travel, accommodation, and catering for People and Culture team as required.
8. Conserve the General Manager – People & Culture's time by reading, researching and routing correspondence; drafting reports and other documents; collecting and analysing information and initiating responses.
9. Represent the General Manager – People & Culture by attending meetings on their behalf and when necessary, speaking for the General Manager – People & Culture.
10. Delivers outstanding customer service, including management of confidential matters, using discretion, using information appropriately and behaving in a manner that is appropriate to the role.
11. Utilise Microsoft Word, Excel and PowerPoint with proficiency in the production of documents and presentations. Utilise specialist software with proficiency in undertaking e.g. planning and finance tasks.
12. Liaise with other Senior Managers internally and externally by providing a professional service. Be adaptable and gain knowledge across different business

areas to be able to handle lower-level business matters, so that the General Manager can focus on broader strategic tasks.

13. Provide assistance and general administrative services to support other members of the People and Culture Team.
14. Check, prepare and take responsibility for credit card transactions of the General Manager – People & Culture.
15. Ensure that invoices are accurate, purchase order requisitions are created and authorised at the appropriate level and follow financial procedures and delegations.
16. Assisting with all budget related matters, whilst working with the Finance team.
17. Arrange travel, transport and accommodation for the People and Culture Team, ensuring that Council policies are followed when bookings are made.
18. Match the General Manager – People & Culture's established work style to complement their approach to tasks. Continually explore ways to enhance own, and General Managers way of working.
19. Provides information management services by developing and utilizing filing and retrieval systems and recording aspects of operations and decision making as file notes and legal records of meetings and contracts.
20. Work with the leadership team to compile responses under the Local Government Official Information and Meetings Act (1987). Proofread and coordinate between response authors to ensure statutory deadlines are met and information is clear and accurate.
21. Take an active role in People and Culture's commitment to health and safety.
22. Take part in the delivery of People and Culture initiatives and systems as identified in the work programme.
23. Administration relating to the recruitment function including job descriptions, advertising, employment agreements, applicant queries, visa & immigration in line with recruitment policy, procedures and legislative requirements.
24. Assist in civil defence functions and/or maintain the provision of essential services in emergency management events.
25. Other duties as are required and directed by the General Manager – People & Culture, Advisors or the CEO.

Key Result Areas

Key result of the position will have been achieved when the General Manager – People and Culture is able to devote the majority of their time to the higher-level duties associated with their position because the assistance provided by the General Manager allows them to do so.

1. Principle duties are undertaken in a professional, efficient and productive manner, maintaining a pleasant, positive disposition.

2. Correspondence is managed professionally in a timely and efficient manner ensuring responses are factual, relevant, and delivered in the appropriate tone, displaying empathy and understanding of the issues.
3. The preparation and distribution of reports is within the accepted organisational and statutory timeframes.
4. To ensure all duties identified in the key tasks are carried out to the satisfaction of the General Manager.
5. Actively demonstrates professionalism throughout the organisation and is viewed by other as highly trustworthy and creditable.
6. Demonstrate a commitment to our organisational values and leads by example.
7. Give confidence that People and Culture support services are being delivered effectively and efficiently.
8. Work collaboratively with General Manager – People and Culture and People and Culture Team to ensure strong teamwork and delivery of service.
9. Administration is accurate and within agreed timeframes
10. Earns the confidence and trust of managers.

Delegations

Makes decisions within the authority delegated by the General Manager – People and Culture

RELATIONSHIPS

External

Public
 Contractors and Consultants

 Government and non-government partner agencies
 Other local government agencies
 PSA Union

Internal

General Manager – People and Culture
 Chief Executive Officer
 People and Culture Advisor
 People and Culture Team

 Executive Leadership Team

 Governance Manager
 Executive Assistants
 Elected representatives
 Council Staff

Personal Qualities and Qualifications

Knowledge and Qualifications

- Diploma or higher of Business Studies (or similar) or equivalent workplace experience in a similar role of five years plus.
- Previous experience in Local Government would be an advantage, but not essential.

- General understanding of accounting and budgeting practises.
- Current Driver's Licence

Experience and Abilities

- Extensive experience with Microsoft Office (Word, Excel, PowerPoint, Publisher) – advanced user status.
- Extensive experience in written communication and verbal communication
- Minute taking and agenda preparation experience
- Strong organisational skills to complete projects by time-sensitive deadlines
- Ability to maintain confidentiality and discretion
- High level of integrity and professionalism
- The ability to work independently and is confident to make decisions
- An ability to understand the organisation's structure, policies and business strategies and make decisions based on that understanding
- Previous experience in a fast paced, multi-faceted work environment.
- Demonstrated ability to think strategically, and work on a number of tasks simultaneously.
- Demonstrated ability to influence outcomes, build good working relationships with others and deliver quality customer experiences.

Personal Qualities

- Honesty and integrity.
- Conscientious, tidy and punctual.
- Well presented, professional image with high standards of personal grooming.
- Sense of humour, friendly and pleasant with a positive attitude.
- Self-motivated and self-managing, able to work with a minimum of supervision.
- Ability to promote the desired image of the Central Otago District Council through all actions.