

Job Description



My Position

Position:	Democracy Services Advisor
Section:	Legal & Democracy Services
Group:	Council Operations
Responsible to:	Team Leader – Democracy Services
Job Purpose:	<ul style="list-style-type: none">• Assist with the provision of professional democracy services to the Council and its elected members (Council and Community Boards) that ensures an effective and efficient delivery of processes and procedures in accordance with the Local Government Official Information and Meetings Act 1987, the Local Government Act 2002, and Standing Orders.• To provide advice, guidance and meeting support to the Chair of Committee and Council meetings in a Committee Advisor function/capacity.• Assist with the provision of guidance and training to other staff who have democratic and Committee support responsibilities.• Utilise specialist local government and organisational knowledge to provide governance advice in the Council Chambers and to assist the Council to deliver on its organisational goals.• To be a trusted source of professional democracy services expertise including providing democracy services for assigned hearings.

Our Council

Our District Vision:	Thriving and resilient Tasman communities <i>Te Manawaroatanga o Te Tai o Aorere kai tupu, kia rea</i>	
Our Purpose:	Working together for a Tasman District that has a healthy environment, strong economy and a vibrant community	
Our Internal Vision:	Tasman Inspired Driving value for Tasman's people and places	<i>Whakangiha Te Tai o Aorere</i> <i>Whakamana tātou ki ngā wāhi katoa o Te Tai o Aorere</i>

Our Values

We support our Vision and Mission through living our values.

Auaha – Innovation

- We use innovative ideas to improve our performance, find solutions and add value to our communities and the environment
- We deliver a quality innovative and timely service
- We take opportunities to learn and grow
- We show initiative and flexibility to respond to our communities' needs

Manaakitanga – Caring / Sharing

- Our interactions with Iwi and others are guided by helpfulness and respect
- We care for and develop our people, and are supportive and encouraging of others
- We care about each other and actively engage in what we do
- We communicate in a way that shows we are approachable and care about others needs

- We seek diversity of views and challenge the status quo

Kawenga – Responsibility

- We act professionally, showing respect, honesty, integrity, reliability and empathy
- We take personal responsibility for our actions, decisions and performance
- We choose to bring the right attitude to our work
- We promote a safe work environment that puts the wellbeing and safety of our people first

Whanaungatanga – Relationships

- We actively seek to collaborate with colleagues, Iwi and others in the work we do
- We work together to achieve the best overall result, outcome, or decision
- We communicate clearly and tell stories to enable understanding and shared meaning
- We embrace diversity and the opportunity to share our ideas and learn from others

My Group

Role of the Council Operations Group

The Council Operations Group supports the Chief Executive in their role by providing leadership, management and service delivery in several key organisational areas: operational governance, enterprise risk and procurement advice, legal services, communications and change management, programme and project management, people management, health, safety and wellbeing.

The Group acts as a ‘centre of excellence’ for cross-council functions and priorities. As second in command to the CEO the Chief Operating Officer supports the CEO’s priorities and obligations to ensure the timely implementation of Council’s plans and the reflect Council’s policies; providing efficient and effective strategic support and leadership to Council’s business operations; and to fulfil the CEO’s due diligence responsibilities as an ‘officer’.

My Key Result Areas

My Priorities	
What am I supposed to do?	How well am I supposed to do it?
<p>Democracy Services</p> <ul style="list-style-type: none"> • Maintain and provide administration services for the Council’s Delegations Register, Councillors’ Code of Conduct, Councillors’ Interest Register and Staff Interests Register documentation, including the capture of processes and carrying out updates and reviews. • Assist with providing advice on democracy policies, protocols, practices, procedures and standing orders, to staff, Mayor, Councillors, Community Board Members and chairs as required. • Assist the Mayor and Councillors to comply with the laws affecting members including maintaining a register of interests and assisting them to manage conflict of interests. 	<p>Democracy Services</p> <ul style="list-style-type: none"> • All democracy processes and procedures comply with legislation and Council policy. • All democracy processes are evident in Promapp and are up to date. • The Delegations Register, Councillors’ Code of Conduct, Councillors’ Interest Register and Staff Interests Register are maintained and publicised in accordance with best practice. • Assigned process improvement projects are completed to a high quality and within the agreed timeframes. • Appropriate and timely identification and escalation of issues and risks is evident. • Advice given is accurate and legislatively compliant and provided in a pleasant, helpful, efficient and effective way.
<p>Council, Committee and Community Board Support</p> <ul style="list-style-type: none"> • Ensure assigned meeting processes, reports and minutes are prepared and undertaken to a high standard, and comply with the Council’s guidelines and statutory requirements. 	<p>Council, Committee and Community Board Support</p> <ul style="list-style-type: none"> • Assigned meetings and delivery of documentation is in accordance with all statutory and internal Council requirements. • Council’s legislated responsibilities under LGOIMA are met.

<ul style="list-style-type: none"> • Ensure an effective, efficient and timely delivery of accurate agendas, minutes and support materials for these meetings. • Provide consistent, accurate, timely advice on Standing Orders procedures and protocols to the Chair, Mayor, Councillors, Community Board Members and other staff. • Manage pre and post meeting activities including filing, website publishing, indexing recording of resolutions and other administrative duties related to meetings. • Be one of the organisational Champions for InfoCouncil and provide support and training to other staff as required. • Ensure assigned 'host responsibilities' preparation and post meeting room venue requirements in accordance with Council standards and procedures. • Assist as required with submission hearing and deliberation meetings. 	<ul style="list-style-type: none"> • Meetings are well organised with all details taken care of including setup and operation of all technology. • Efficient and effective administration services are provided. • Assigned agendas, minutes and associated tasks comply with the Council guidelines, LGA and LGOIMA requirements. • Administrative tasks are undertaken with a high degree of accuracy, efficiency and within agreed timeframes. • Expert in InfoCouncil and support to others is evident. • Meeting information on Council's website is accurate and kept up to date.
<p>Elected Members</p> <ul style="list-style-type: none"> • Provide support and assistance with the provision of post-election administrative support for triennial and bi-elections. • Assist with elected members Code of Conduct investigations as required. • Assist with the development of elected member induction packs and development, co-ordination and delivery of elected member development programme for the triennium. • Assist with remuneration, allowances and expenditure procedures of the elected members. 	<p>Elected Members</p> <ul style="list-style-type: none"> • Newly elected members are provided with all the resources and information they require to be effective in their roles. • Council meets its obligation under the Electoral Act and communities are engaged in the Local Government elections. • Elected members are supported throughout the triennium and their training and developments needs are met. • The provision of support and assistance is evident and is adding value.
<p>Elections</p> <ul style="list-style-type: none"> • Support the Council's Electoral responsibilities for the Tasman District Council as set out in the Local Electoral Act 2001. • Undertake non-statutory tasks including reporting to the local authority on electoral matters as required. • Provide statistical and other information on elections and polls to the Group of Internal Affairs. • Provide support and assistance with the delivery of post-election administrative support for triennial and bi-elections, 	<p>Elections</p> <ul style="list-style-type: none"> • Elections and any by-elections, or Council polls are conducted in terms of legislative requirements. • Feedback from the public and candidates demonstrate a high level of satisfaction with the work undertaken by the Council's Deputy Electoral Officer. • Newly elected members are provided with all the resources and information they require to be effective in their roles.

My Contribution

- I actively contribute to the achievement of community outcomes and Council's strategic goals and objectives.
- I role model behaviours and attitudes that support Council's Vision, Purpose, Values and foster positive relationships that are built on trust and respect.
- I put our customers first, treat them with respect, have a 'can do' attitude, and provide them with a quality customer service experience.
- I contribute to the promotion of the principles of Te Tiriti o Waitangi and work in partnership with iwi.
- I take personal responsibility for the on-time delivery of my role responsibilities, and owning my performance and professional development.
- I provide solid professional advice (internally and externally) and this contributes to maintaining and enhancing the Council's image.
- I am responsible for managing and maintaining the storage and integrity of information, data and records that I create and have a responsibility for.

- I take ownership for my health and safety (H&S) responsibilities and participate and support health, safety and wellbeing initiatives and training opportunities.
- I actively seek out and promote business process improvement ideas/solutions that reduce our paper based systems and enhance our service delivery.
- I am a willing contributor and participant in organisational improvement, professional development opportunities and continuous improvement initiatives.
- I provide assistance and support during Civil Defence activities as required.
- I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.

My Delegations

I have no staff or financial responsibilities. However, the Council may from time to time delegate to me specified powers and duties which I must exercise with due care and diligence.

My Competencies

My Qualifications and Experience:

- Minimum of five years relevant local government, policy and administrative experience, preferably in a large organisation.
- A sound working knowledge of the relevant statutes and regulations relating to Local Government and a practical knowledge of the relevant administration procedures.
- Demonstrated ability to interpret legislation.
- A wide range of previous office administration experience is required preferably in a large organisation.
- High level of digital literacy and proficiency in the Microsoft Office suite.
- Experience in mentoring, coaching and training others.
- A minimum of a Level 5 qualification in legal studies, management or another similar field.

My Personal Attributes:

- Highly developed interpersonal skills are essential.
- Pleasant, friendly outgoing manner.
- Well-developed written and verbal communication skills, in particular the ability to effectively and concisely present information to Council, management or the public.
- Must be very well organised and able to manage a diverse workload.
- Initiative and good judgement with an aptitude for solving problems.
- An ability to be discreet and maintain complete confidentiality.
- Good understanding of the principles of Te Tiriti o Waitangi and Tikanga Maori.
- An ability to relate to a wide range of people and a proven commitment to quality customer service and teamwork.
- Self-motivated and experienced and competent to work with minimum supervision, while being able to work well as part of a team.
- Ability to work under pressure and adapt to new office technology.
- The position may be required to work outside of normal hours from time to time to meet deadlines and for events.

My Agreement

My Name:

My Signature:

Date:

