

JOB DESCRIPTION

Job Title	Executive Assistant
Position Status	Permanent
Hours of Work/Days of Work	Full time, 40 hours per week – Monday to Friday
Business Unit & Team	Executive Team
Reports to	Two General Managers
Direct Reports	None
Base Location	Dargaville or Mangawhai
Salary Grade	Grade 12
Delegations	TBC
Key Internal and External Partners/Customers	TBC

ABOUT KAIPARA

Kaipara te Oranganui. Two oceans, two harbours.

Kaipara district extends from coast to coast, to the Waipoua Forest in the north and Pouto Peninsula in the south. It includes iconic beaches, kauri forests, rich farmland and rugged landscapes. People come from all over to experience this special part of the world, and we are privileged to play an important part in making Kaipara the place to be.

Our team is committed to Kaipara communities. We deliver essential services including roads, water, waste services, recreational facilities, libraries and regulatory services. Council staff engage our communities to contribute to key projects and plans, and support them to achieve their own. We love what we do, and have a real passion for our people and our place.

At Kaipara District Council, we know there are some important ingredients to develop a strong and supportive culture for our people to thrive, these are our values - mahi tahi (team work), mahia te mahi (make it happen), mana (integrity), whakaute (respect), and pono (trustworthy). These values guide how we work together as a team and alongside our diverse communities.

ROLE PURPOSE

To provide administrative and executive support to two General Managers.



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

KEY RESPONSIBILITIES

Executive Support	<ul style="list-style-type: none"> • Manage diaries for the General Managers, including organising meetings and events • Manage and prioritise inbox for General Managers • Review and prepare draft responses to correspondence • Maintain files and records including confidential records for the General Managers • Take telephone calls and messages on behalf of the General Managers • Prepare meeting agendas, take minutes and follow up on action points • Draft presentations • Assist with the preparation of business cases and reports • Assist the General Managers with complaint and objection resolution by gathering data in relation to the complaint/objection and drafting a response • Prepare template letters and other documents • Arrange catering for meetings
Office and General Administration	<ul style="list-style-type: none"> • Book conferences, travel and accommodation as required for staff travel • Distribute inward and outward mail • Photocopying and binding • Prepare purchase orders for General Manager's signature
Budgeting and Financial Support	<ul style="list-style-type: none"> • Monitor expenditure compliance with approved delegations • Assist in the preparation of departmental budgets • Review monthly financial reports and provide the General Managers with highlighted variations from budget

KDC CORE RESPONSIBILITIES

Health, Safety & Wellbeing	<ul style="list-style-type: none"> • Take care of your own health, safety and wellbeing and that of others affected by your work • Ensure prompt reporting of all Health and Safety hazards or incidents
Professional Development	<ul style="list-style-type: none"> • Participate in monthly and yearly roadmap planning and chats with your manager • Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities. • Complete annual mandatory learning.
Other Organisational Responsibilities	<ul style="list-style-type: none"> • Provide CORE customer experience (connected, open, reliable and easy) • Champion our values • Adhere to our ways of working (WoW) • Observe KDC policies, procedures and guidelines • Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice



Whakaute
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INTEGRITY

- Maintain records in compliance with the Public Records Act 2005
- Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training as required
- Participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies
- Other tasks and/or projects as assigned

COMPETENCIES

Leader of Self

- Work Together
- Deliver Results
- Embrace Innovation and Change
- Customer Experience Excellence
- Informed Decision Making
- Effective Communication

SUCCESS PROFILE

Qualifications & Experience

- Tertiary qualification at diploma level in business or a related field
- 4 years' experience in a similar role
- Experience in business administrative processes
- Current, clean New Zealand Class 1 driver's licence
- Proficient in use of Microsoft Office applications: Word, Excel, PowerPoint, Outlook

Role Specific Skills & Attributes

- High level of written and oral communication skills
- Ability to maintain confidentiality and political neutrality
- Resilience and ability to cope under pressure
- Commitment to teamwork
- Effective time management and a proven ability to work to deadlines
- Attention to detail with the ability to research and analyse a situation with a problem-solving focus

Other Role Requirements

This role requires:

- regular travel across the Kaipara region
- a full NZ Driver Licence



Whakaute
RESPECT



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MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY