



## Position Description – Strategy Administrator

**This position reports to:** Team Leader - Strategy

**Career Level:** 12

### Position purpose:

As a member of the Strategy Team and the wider Strategy Section, the Strategy Administrator will be responsible and accountable for:

- The administration of various statutory processes, especially under the Local Government Act, including consultations and hearing administration.
- Overseeing the procurement and contract management for a range of multi-discipline external providers.
- Being the key Council link between our statutory processes, and external stakeholders and submitters.
- Examining existing processes and actively seeking out improvements.
- The flow and recording of information in various non-statutory and statutory processes.

### The key areas of responsibility include:

- Ensuring our administrative processes fulfil our statutory requirements under the Local Government Act. This means taking on the responsibility of these requirements which carry significant legal and reputational risk. These processes include (not limited to) the Spatial and Area Planning.
- Manage the notification and hearing process for special consultation processes (e.g. spatial plans), ensuring the timeframes are met in an efficient and timely manner.
- Receive, record, summarise submissions, and maintain records and databases.
- Facilitate the participation of submitters and stakeholders into the Section's processes particularly during Hearings.
- Staying up-to-date on legislation and any changes introduced.
- Being responsible for the flow and storing of information for a range of non-statutory and statutory processes.
- Develop the Section's relevant webpages, and consistency review them for out-of-date information and possible improvements.
- Seek out and lead process improvement projects, particularly around the role of information technology services can improve our efficiency and effectiveness.
- Managing procurement processes include contract preparation, cost tracking, and other related matters. Including managing the receipt of requests for service and technical reports.
- Administer invoices and costs related to the Strategy section's work.
- Having a high proficiency over many IT systems including database management.
- Support the Section's Team Leaders, and Head of Strategy where required with administrative matters, including coordinating responses for formal requests and for elected members.
- Collaborating with the Council's Communications and Engagement Teams to ensure relevant information has been provided and oversee the logistics of non-statutory and statutory consultation.

**Direct reports:** Nil

**Indirect reports:** Nil

Be a good  
human

Be brave – think  
differently

Better  
together

Make it happen  
for Selwyn

Selwyn  
DISTRICT COUNCIL

## Deliverables

### Big Picture

- Have awareness of strategies, contribute to plans and KPIs for self, team and other teams as required
- Stay up to date with legislation and practices as appropriate to role
- Understand the intent/ethos of local government and the services provided by other parts of the Council
- Stay informed of organisational activities and decisions through being attentive to communications
- Show understanding and commitment to Te Tiriti o Waitangi (The Treaty of Waitangi) principles, know how these Principles are relevant to your work

### Performance

- Achieve performance goals and expectations and follow leadership instruction on time and to a high standard consistently
- Report on progress to plan, and against own KPIs
- Take an active role in own goal setting, learning and development
- Correctly and appropriately use technology as required for role, including new technologies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Comply with all legislation and Council policies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Set a positive example for punctuality, attendance and work ethic

### People & Culture

- Act in ways that align with and promote Council values
- Be a positive and constructive team member
- Collaborate on cross team/discipline projects and teams as required
- Constructively and successfully adapt to changes
- Take positive actions to keep self and others physically and psychologically safe and well
- Attend, be prepared for and engage constructively in all meetings
- Deliver exceptional customer service consistently (make every interaction count)
- Build effective, sustainable relationships at all levels
- Have consistently positive interactions externally and with Community Boards and Elected Members (as required for role)

### Requirements for all staff

- Selwyn District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partner to deliver on our obligations under Te Tiriti o Waitangi.
- Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault.
- Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.
- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Selwyn District Council policies and processes.

### Emergency Management requirements for all Council Staff

- Selwyn District Council has a legislative responsibility to respond to an adverse event occurring within our communities. As such, any staff member may be required to assist the Emergency Management Team respond to such an event. Family circumstances and BAU roles will be taken into account. Required assistance may include:
- Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.
- Respond to civil defence emergencies or adverse events wherever possible and if it is safe to do so.
- Participate in any required Civil Defence exercises to ensure that essential services are maintained.

## Authorities

- Authorised to commit the Council to a course of action by signing external correspondence within approved delegation levels. For courses of action which will exceed the delegation levels, this must be done in conjunction with your manager.
- Comply with all other relevant sections of the Delegations and Policies manuals and their amendments.

## Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• Six years of experience within a secretarial or administrative role, with at least three of those years within a Local Government.</li> <li>• Strong understanding of digital ways of working, with experience of using technology to achieve effective outcomes and driving organisational innovation and change, high level of digital literacy.</li> <li>• Demonstrated success working collaboratively.</li> <li>• Experience working with customer service request systems.</li> <li>• Ability to communicate clearly and appropriately for a range of audiences and adapt style accordingly.</li> <li>• High level of organisational and prioritisation skills.</li> <li>• High accuracy of working within statutory processes.</li> <li>• Adaptable to operating in many different work areas.</li> <li>• Have operated within a Team environment, including minute taking and preparing reports.</li> <li>• Procurement, purchase order process management.</li> <li>• Identifies continuous improvement opportunities and engages and contributes to success and wellbeing of the team.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a local/central government environment.</li> <li>• Project management experience.</li> <li>• Working within a Local Government Act function.</li> </ul>

## Key relationships

External	Internal	Committees/groups
Te Taumutu Rūnanga	Chief Executive	Committees of Council
Te Ngāi Tūāhuriri Rūnanga	Executive Leadership Team	Business organisations and networks
Council customers	Council staff	Special interest groups and committees
Selwyn residents	Mayor	Hearing Commissioners and Panels
External contractors	Elected Councillors	
Territorial and Regional Authorities	Elected Community Board Members	
Government Agencies (incl MfE, MBIE, Work safe NZ, Ministry of Justice, Police, ACC)		
Greater Christchurch Partnership		
Non-government agencies		

## Individual Contributor Competencies



**Eats problems for breakfast.** When faced with a new situation or setback, uses initiative and takes appropriate action.



**Does Change Well.** Is open-minded about change and prepared to adapt. Moves forward positively and constructively.



**Builds Togetherness.** Is equally open and friendly with all people, and respectful of individual differences. Works effectively in teams.



**Rocks the messaging.** Keeps those who need to know 'in the know'. Communicates clearly and appropriately.



**Tackles the tough stuff.** Prepared to constructively share an opinion and get involved in conversations on challenging matters. Takes ownership of mistakes.



**Delivers the goods.** Reliable, conscientious, disciplined and organised. Delivers to a manageable high standard consistently.



**Brings out the best.** Enjoys learning and improving their skills to be the best they can be. Embraces opportunities to identify and address development needs. Recognises and celebrates the achievements of others.



**Sets the tone.** Can keep functioning and stay calm when under pressure. Is a positive influence in the team.

## Education, Qualifications, Memberships

Essential	Desirable
<ul style="list-style-type: none"> <li>Tertiary qualification (Level 4 or above), particularly in Business Administration or similar</li> </ul>	<ul style="list-style-type: none"> <li>Project Management training or qualification</li> </ul>

The information contained in this position description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment.