



Kia Ora Applicant,

Thank you for your interest in the advertised position with our Council. This document tells you a little bit more about who we are, the role here and some things about our District.

About our Organisation

Our Character

The South Taranaki District Council (STDC) is a mid-sized local authority with around 220 staff (208 FTEs). We are a rural local authority operating in one of New Zealand's most vibrant economic regions and are responsible for a wide range of local services including roads, water reticulation, sewerage and refuse collection, libraries, parks, recreation services, local regulations, community and economic development, and town planning. The Council's main office is based in Hāwera (population approx. 12,000) and there are several satellite offices in towns throughout the district.

We are a progressive, values-based organisation, which is dedicated to providing quality services and facilities for our communities. We place a strong emphasis on our organisational culture, which is in turn supported by high levels of employee engagement.

Living our Values

We see our values as more than just guidelines, they are the foundation of our organisation's culture. We encourage all of our employees to adhere to the Council's values. This means behaving with a high level of professionalism and integrity, showing respect towards colleagues and the community.

Values and Common Purpose



MAKING OUR *communities* **BETTER**

About our District

South Taranaki, a better lifestyle

South Taranaki is one of the three districts which make up the greater Taranaki region – which was voted the 2nd best region in the world to visit in 2017 by Lonely Planet. South Taranaki is situated on the west coast of the North Island with the main centre, Hāwera (pop 12,000) roughly midway between Whanganui and New Plymouth. The district has a population of approximately 30,400 people spread throughout seven towns and a number of smaller rural and coastal communities, all of which have a strong sense of community.

In terms of lifestyle, it doesn't get much better than South Taranaki. Recreational opportunities abound and everything is at your doorstep - the mountain and the sea are only a stone's throw apart. The rugged coastline offers some of the best surfing and windsurfing in New Zealand (Surf Highway 45 is considered one of the best surf coastlines in the world) and the fishing off the South Taranaki coast is just superb. The breath-taking Mount Taranaki provides great walking and tramping opportunities.

South Taranaki has an amazing number of high-quality facilities that districts our size would usually struggle to have. From a state-of-the-art multi-purpose sport, events and recreation complex to modern cinemas, function centres, libraries, art galleries, museums, parks and aquatic centres - South Taranaki boasts all the benefits of a city without the hassles. Add to that, minimal traffic, low unemployment, affordable housing and safe, caring communities and you'll see why South Taranaki is the perfect place to raise a family and call home.



What this job involves

Nature and Scope

The purpose of this job is to provide high quality governance services to elected members and meeting management services to the organisation.

This is a busy role and if you want plenty of variety, this role has it. Administering Council managed funds, including maintaining funding databases, funding calendar and maintain funding templates, correspondence with applicants and process applications, preparing funding reports for community boards, committees or decision-making bodies and providing advice and support for organisations seeking funding from the Council is a requirement of this role. It will also assist with coordination of consultation processes, undertake governance administration tasks, such as attendance registers, elected members expense claims, updating the website etc and attend and minute internal and informal elected member meetings.

Other Duties

The employee will undertake other activities, duties or internal projects as directed by their Team Leader/Head of Strategy and Governance in an efficient and effective manner.

The Position

This is a permanent full-time 40 hour per week position based at the Administration Building in Hāwera and will report directly to the Governance Team Leader.

Salary and Conditions

The Council operates under a Total Remuneration Strategic Pay grading system and the grade for this position is 12. The salary range for this position is between **FTE \$69,120 and FTE \$76,800** and the appointed starting level will be dependent on skills and experience and will be discussed during interviews with shortlisted candidates.

Hours of Work

Council's offices are open to the public from 8.00am to 5.00pm, Monday to Friday. Hours of work for the position to be filled will be discussed at the interview. Flexibility is required for this role as it will involve some work outside of normal working hours to meet the requirements of the role.

Relocation Expenses (Permanent Positions Only)

The Council may assist with relocation expenses for household goods only on the basis of at least two competitive quotes. Should the appointee leave the Council's employment for any reason within a period of two years of the appointment, the Council will require the appointee to refund the removal cost on a pro rata basis.

Applications

If you would like to join NZ's most "Can Do Council", please apply online via the Council's website, www.southtaranaki.com under Council Vacancies. The deadline time and date for applications is stated on the Application Form.

If your application is successful, the information on your application form will become part of the Council's personnel records.

Thank you again for considering joining Council's staff and if you would like more information on this position or to discuss what it's like to work for an outstanding rural local authority, ring us on 278 0555 (local) or 0800 111 323.

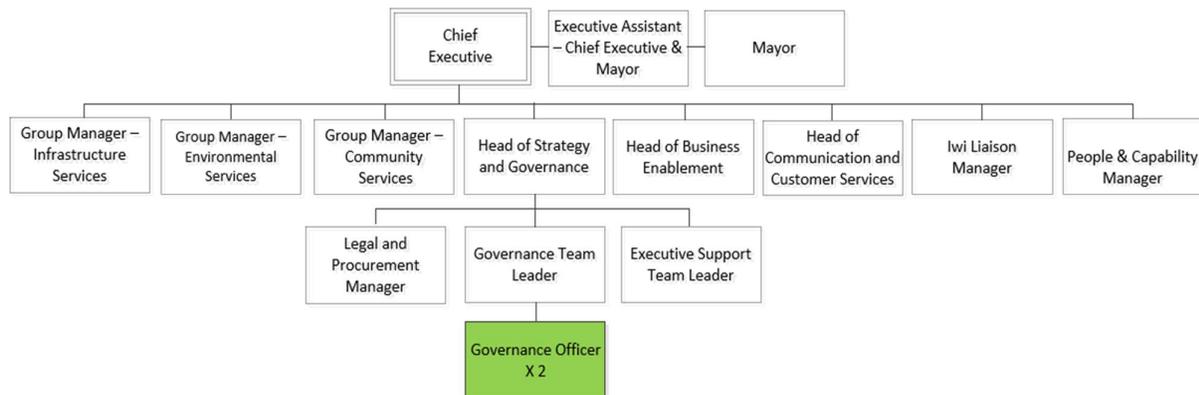
You will find the job description for the position and Council's Vision and Values on the next few pages.

PEOPLE & CAPABILITY TEAM

Position Description

Position Details			
Title:	Governance Officer		
Unit:	Strategy and Governance	Group:	Corporate
Position Reports to:	Governance Team Leader		
Salary Grade:	12	Hours of Work:	40
Special Conditions:	Nil		
Staff Management:	Nil	Budget Responsibility:	Nil
Position Occupant:			
Date Created:	September 2020	Date Last Reviewed:	April 2025

Position Objective
The purpose of this job is to provide high quality governance services to elected members and meeting management services to the organisation.



Key Duties and Functions

Governance

- Provide an efficient and professional governance service for the Council.
- Meet the Council's statutory governance obligations in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, Standing Orders and the Code of Conduct.
- Provide elected members administrative and technical support, including electronic devices.
- Communication with elected members regarding meetings, workshops, distribution of agendas and related papers.
- Provide administration support for the Council's consultation processes.
- Ensure minutes are completed in a timely manner and within agreed timeframes.
- Provide governance advice to the Chief Executive, Group Managers and other staff on governance matters in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, Standing Orders and the Code of Conduct.
- Process elected members expense claims in a timely and accurate manner.
- Provide assistance with the induction and training of elected members.
- Ensure meeting follow-up is undertaken in a timely manner i.e. Items for Action, notifying report writers of decision outcomes.
- Provide relevant reports to the Senior Leadership Team for review.
- Maintain the Meeting Attendance Register, Indexing and Resolutions index.
- Support with the administration of the triennial elections and any by-elections.
- Administer Council managed funds, including maintaining funding databases.
- Prepare funding reports for community boards, committees or decision-making bodies.
- Actively understand and promote the Council's Health & Safety Policy and Management System.

Health and Safety (Employee)

- Take all practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or failures to carry out actions.
- Demonstrate a personal commitment to Health and Safety in accordance with STDC's Wellbeing, Health and Safety Policy statement, induction declaration and Health and Safety Manual requirements.
- Manage Contractor Health and Safety as per the Contractor H&S Manual and system (when this is a requirement of the position).

Customer Service

- Demonstrates commitment to the Council's customer services strategic objective of providing excellent service to every customer, every time; by ensuring all customers receive a highly professional, timely, responsive and solutions-focussed service.

Information Management

- Comply with the Council's documented records management policy, processes, procedures and guidelines.
- Use the Council's approved information repositories to create or capture records.
- Learn how to file and find records in the Council's approved information repositories.
- Ensure no records are destroyed or removed without approval from Information Management.

Civil Defence

- Attend Emergency Management training at Foundation level.
- Other duties, as directed, within the skills and capabilities of the employee.

Attributes and Capabilities

Accountability

- Responsibility for the job or task he or she is required to do based on rules and regulations.
- Takes pro-active, self-directed and self-motivated actions to achieve objectives and outcomes.
- Can be relied upon to ensure that tasks within areas of specific responsibility are completed in a timely manner.

Attention to Detail

- Ensures information is complete and accurate.
- Follows detailed procedures and ensures accuracy in documentation and data.
- Organises and maintains a system of records.

Building Collaborative Relationships

- Recognizes the business concerns and perspectives of others.
- Expresses gratitude and appreciation to others who have provided information, assistance, or support.
- Creates a positive climate and builds trust.

Communication

- Tailors the content of speech to the level and experience of the audience.
- Expresses ideas clearly and concisely.
- Uses an appropriate business writing style, grammar and choice of words.

Computer Competency

- Computer- literate with software proficiency covering a variety of applications.
- Familiar with and working knowledge of Microsoft applications (Word, Excel, Outlook, PowerPoint, Publisher).
- Understands Microsoft operating systems.

Customer Service

- Understands the vision, role and standards of service.
- Quickly and effectively solves customer problems.
- Provides a prompt and efficient service responding to requests such as emails, phone calls, and other verbal requests within agreed timeframes.

Cultural Sensitivity

- Treats each person as an individual and recognising and appreciating the different backgrounds, cultures, customs and experiences of others and values these differences.

Initiative

- Identifying what needs to be done and doing it before being asked or before the situation requires it.
- Does more than what is normally required in a situation.

Political Acumen

- Demonstrates an understanding of the relationships, roles and responsibilities of the organisation.
- Identifies when issues need to be escalated to a higher authority and effectively alerts the appropriate people.
- Demonstrates sensitivity to surroundings and acts accordingly in conversations.

Thoroughness

- Monitors the quality of work.
- Verifies information.
- Checks the accuracy of own and others' work.
- Organizes information or materials for others.

Knowledge, Experience, Qualifications & Skills

Essential

- Understanding of meeting protocols, Standing Orders, governance requirements in local government legislation.
- Experience in agenda compilation and minute taking.
- Experience in the co-ordination and support of local authority governance functions including working closely with elected members.
- Thorough knowledge and experience with the Microsoft suite (Outlook, Word, Excel, Publisher and PowerPoint).
- Previous experience in administration and office work.
- Clean valid NZ Driver's License.

Desirable

- Diploma in Business Administration Level 5