

## Job Description

<b>Job Title</b>	Senior Governance Advisor
<b>Position Status</b>	Permanent
<b>Hours of Work/Days of Work</b>	Full time
<b>Business Unit &amp; Team</b>	Corporate Services, Business Support Team
<b>Reports to</b>	Manager Business Support
<b>Direct Reports</b>	N/A
<b>Base Location</b>	Mangawhai
<b>Salary Grade</b>	Grade 15
<b>Delegations</b>	N/A
<b>Key Internal and External Partners/Customers</b>	Mayor and Councilors, Chief Executive, Group Manager Corporate Services, Manager Business Support, Governance Advisor, Election Services

## 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 oversee and provide a comprehensive service that effectively supports governance and democratic processes, including election of representatives and the conduct of Council and Committee meetings, in line with relevant legislation, regulations and organisational policy and values.

## Key Responsibilities

<b>Council and Committee meetings</b>	<ul style="list-style-type: none"> <li>Oversee, prepare and distribute documents for Council meetings, committee meetings and hearings, to a high standard, complying with the Council's guidelines and statutory requirements.</li> </ul>
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**whakaute**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



**Mahi tahi**  
TEAM WORK



**Pono**  
TRUSTWORTHY



**Mana**  
INTEGRITY

	<ul style="list-style-type: none"> <li>• Maintain a forward work plan for council and committee meetings in liaison with the Executive Team.</li> <li>• Provide consistent, accurate, timely advice on governance (such as Standing Orders) procedures and protocols to the Chair, Mayor, Councillors, externally appointed Committee Members and other staff.</li> <li>• Monitor and manage resolutions and actions to ensure timely and accurate responses are provided.</li> <li>• Prepare reports on governance and related matters for consideration at Council meetings and other statutory meetings as required.</li> </ul>
<p><b>Governance support and advice</b></p>	<ul style="list-style-type: none"> <li>• Provide advice on democracy policies, protocols, practices, procedures and standing orders, to staff, Mayor, Councillors, and Chairs as required.</li> <li>• Advise the Mayor and Councillors on how to comply with the laws affecting members including maintaining a register of interests and assisting them to manage conflict of interests.</li> <li>• Oversee and manage the review and appointment of Code of Conduct Investigators to the KDC CoC Investigators List for the new triennium.</li> <li>• Oversee the District Licensing Committee review and recruitment of new members, ensuring compliance with statutory timeframe (5 years maximum term).</li> <li>• Oversee the coordination of elected member attended events, such as inauguration, joint committee and regional meetings.</li> <li>• Build staff capability in report writing through feedback, advice and organising staff training.</li> </ul>
<p><b>Elections</b></p>	<ul style="list-style-type: none"> <li>• Act as Deputy Electoral Officer for Kaipara District Council as set out in the Local Electoral Act 2001.</li> <li>• Responsible for the effective end-to-end project management and coordination of the elections project, including the nomination, voting, inauguration, induction, orientation and training programmes, liaison with the Electoral Officer, other advisors, employees or contractors as required.</li> <li>• Be the organisation lead for any Representation Review process and liaise with the Electoral Officer.</li> <li>• Oversee the membership review and election process (if required) for the Raupo Drainage Committee prior to the Local Government triennial elections.</li> </ul>



**Whakautē**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



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INTEGRITY

## KDC Core Responsibilities

<b>Health, Safety &amp; Wellbeing</b>	<ul style="list-style-type: none"> <li>• Take care of your own health, safety and wellbeing and that of others affected by your work</li> <li>• Ensure prompt reporting of all Health and Safety hazards or incidents</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Participate in monthly and yearly roadmap planning and chats with your manager</li> <li>• Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities.</li> <li>• Complete annual mandatory learning.</li> </ul>
<b>Other Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide CORE customer experience (connected, open, reliable and easy)</li> <li>• Champion our values</li> <li>• Adhere to our ways of working (WoW)</li> <li>• Observe KDC policies, procedures and guidelines</li> <li>• Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice</li> <li>• Maintain records in compliance with the Public Records Act 2005</li> <li>• Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training as required</li> <li>• Participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies</li> <li>• Other tasks and/or projects as assigned</li> </ul>

## Competencies

### Leader of Self

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

## Success Profile

### Qualifications & Experience

- A minimum of three years working in a Governance Advisor or similar role
- A relevant university level degree or equivalent experience in a political context
- Local Government experience
- Governance qualification preferred

### Role Specific Skills & Attributes

- Ability to build and maintain positive and constructive relationships at all levels
- Problem solving
- Excellent time management
- Attention to detail and accuracy
- Ability to craft reports and decisions
- Understanding of complex legislation and apply this in real world examples

### Other Role Requirements

This role requires:

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



**Whakaute**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



**Mahi tahi**  
TEAM WORK

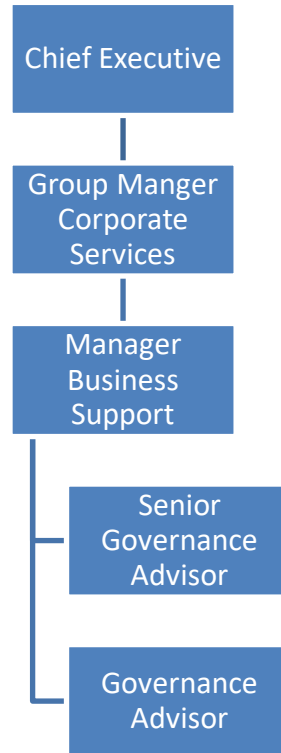


**Pono**  
TRUSTWORTHY



**Mana**  
INTEGRITY

## ORGANISATION CHART



**Whakaute**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



**Mahi tahi**  
TEAM WORK



**Pono**  
TRUSTWORTHY



**Mana**  
INTEGRITY