

Job Description

Job Title	Governance Advisor
Position Status	Permanent
Hours of Work/Days of Work	Full time, 40 hours per week
Business Unit & Team	Corporate Services, Business Support
Reports to	Manager Business Support
Direct Reports	N/A
Base Location	Dargaville or Mangawhai
Salary Grade	Grade 13
Delegations	N/A
Key Internal and External Partners/Customers	Mayor and Councillors, Chief Executive, Group Manager Corporate Services, Manager Business Support, Senior Governance Advisor

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 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

Council and Committee meetings	<ul style="list-style-type: none"> Coordinate, prepare and distribute all relevant documentation for assigned Council committee meetings and hearings, to a high standard, complying with the Council's guidelines and statutory requirements.
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	<ul style="list-style-type: none"> • Provide consistent, accurate, timely advice on Standing Orders procedures and protocols to the Chair, Mayor, Councillors, externally appointed Committee Members and other staff. • Plan and manage the Council meeting schedule, including placing public notices in line with legislation. • Monitor and manage resolutions and actions to ensure timely and accurate responses are provided. • Prepare reports on governance and related matters for consideration at Council committees, as required.
Governance Support and Advice	<ul style="list-style-type: none"> • Assist with providing advice on democracy policies, protocols, practices, procedures and standing orders, to staff, Mayor, Councillors, and chairs as required. • Administer and maintain the Agenda/Minutes Management and distribution system (i.e. eScribe or equivalent) and support staff and elected members to use it. • Review elected member expense claims to ensure they are consistent with KDC policy and Local Government determinations. • Support the coordination of Councillor attended events, such as inauguration, opening ceremonies and regional meetings. • Maintain governance information, including committees, agendas and, minutes and supporting information internally and on council's website. • Ensure meeting technology systems are operational and support governance processes.
Local Body Elections	<ul style="list-style-type: none"> • Support the Council's electoral responsibilities for Kaipara District Council as set out in the Local Electoral Act 2001. • Support the effective end to end project management and coordination of the elections project, including the nomination, voting, inauguration, induction, orientation and training programmes, coordinating with the Deputy Electoral Officer, other advisors, employees or contractors as required. • Assist with the membership review and election process (if required) for the Raupo Drainage Committee ahead of Local Government triennial elections.

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
- 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

- Demonstrated competence with using technology
- A relevant university level degree or equivalent relevant experience in a political context
- 2-3 years relevant administrative experience, preferably in local government

Role Specific Skills & Attributes

- Ability to build and maintain positive and constructive relationships
- Excellent time management
- Attention to detail and accuracy

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

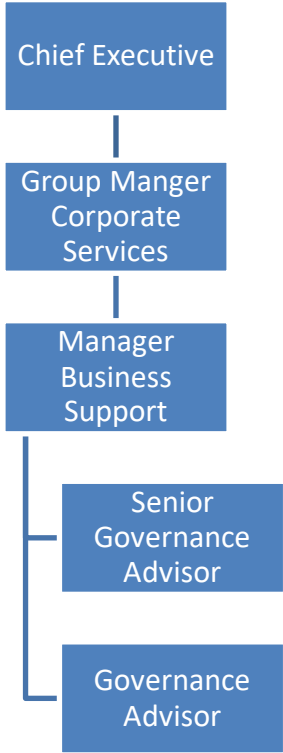


Pono
TRUSTWORTHY



Mana
INTEGRITY

ORGANISATION CHART



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY