

# Job Description



## My Position

**Position:** Governance Officer

**Section:** Governance Services

**Group:** Council Operations

**Responsible to:** Governance Manager

**Job Purpose:**

- To contribute to the delivery of professional governance services to the Council that ensures an effective and efficient delivery of processes and procedures under the Local Government Act and the Local Government Official Information and Meetings Act 1987.
- To provide administration support and assistance for Electoral responsibilities and to elected members.
- Utilise local government and organisational knowledge to assist in providing governance advice in the Council Chambers and to assist the Council to deliver on its organisational goals.
- To be a trusted source of professional governance services capability including providing governance services for assigned meetings.

## Our Council

**Our District Vision:** Thriving resilient Tasman  
*Kia manawaroa te tai o Aorere*

**Our Purpose:** Delivering Public Value  
*Kia whai hua mā te marea*

## Our Values

We support our Vision and Purpose through living our values.

**Auahatanga – Innovation.** *I orea te tuatara, ka patu ki waho. A problem solved by continuing to find solutions.*

- We love ideas, big or small
- We delivery differently
- We learn and grow
- We give it a go
- We are brave and challenge the status quo

**Kawenga – Responsibility.** *Kia ū ki te pai. Stay resolute to that which is good.*

- We honour our commitments
- We act professionally with integrity
- We are honest and open

**Manaakitanga – Caring/ Sharing.** *Te tohu o te rangatira, he manaaki. The sign of a leader is how they support, protect and respect others.*

- Helpfulness and respect guide us
- Our mana encourages and lifts others up
- Care and empathy are a priority
- We are always welcoming
- We freely share knowledge

**Whanaungatanga – Relationships.** *He aroha whakatō, he aroha puta mai. If kindness is given then kindness shall be received.*

- We connect, listen and involve
- We believe in collective success

- We bring the right attitude to work
- Safety and wellbeing come first

- Our stories create shared meaning
- We embrace diversity
- We are kind and nurturing

## My Group

### Role of the Council Operations Group

The Council Operations Group supports the Chief Executive in their role by providing leadership, management and service delivery in several key organisational areas: information technology, governance, enterprise risk and audit assurance, procurement, health and safety, business improvement, legal services, communications and change management, people management and wellbeing.

The Group acts as a 'centre of excellence' for cross-council functions and priorities. As deputy to the, CEO the Chief Operating Officer supports the CEO's priorities and obligations to ensure the timely implementation of Council's plans that reflect Council's policies; providing efficient and effective strategic support and leadership to Council's business operations; and to fulfil the CEO's due diligence responsibilities as an 'officer'.

We achieve this by demonstrating the principles of Te Tiriti, investing wisely in infrastructure, people, and tools and by respecting, supporting, and enabling others. Our systems, oversight and advice empowers our Council and our communities to make wise and enduring decisions.

## My Key Result Areas

### My Priorities

| What am I supposed to do?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | How well am I supposed to do it?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>Governance Services</b> <ul style="list-style-type: none"> <li>• Maintain and provide administration services for the Council's Delegations Register, Councillors' Code of Conduct, Councillors' Interest Register documentation, including the capture of processes and carrying out updates as required.</li> <li>• Assist with providing administration and support on governance policies, protocols, practices, procedures and standing orders, to staff, Mayor, Councillors, Community Board Members and chairs as required.</li> <li>• Assist the Mayor and Councillors to comply with the legislation affecting members including maintaining a register of interests and assisting them to manage conflict of interests, supported by Senior Governance staff.</li> <li>• Assist the Governance Manager with the administration of the elected members remuneration, allowances and expenditure processes as required.</li> <li>• Actively develop expertise in local government legislation, Standing Orders and governance frameworks to enhance the quality, accuracy and efficiency of governance services.</li> <li>• Assist as required in the administration of local body electoral services and induction and the training programme for elected members as required.</li> </ul> | <b>Governance Services</b> <ul style="list-style-type: none"> <li>• All Governance processes and procedures comply with legislation and Council policy.</li> <li>• All Governance processes are evident in Promapp (or similar system) and are up to date.</li> <li>• The Delegations Register, Councillors' Code of Conduct, Councillors' Interest Register and Staff Interests Register are maintained and publicised in accordance with best practice.</li> <li>• Assigned process improvement projects are completed to a high quality and within the agreed timeframes.</li> <li>• Appropriate and timely identification and escalation of issues and risks is evident.</li> <li>• Advice given is accurate and legislatively compliant and provided in a pleasant, helpful, efficient and effective way.</li> <li>• Expertise (or developing expertise) in local government legislation, Standing Orders and governance frameworks is evident.</li> </ul> |
| <b>Council, Committee and Community Board Support</b> <ul style="list-style-type: none"> <li>• Ensure assigned meeting processes, reports and minutes are prepared and undertaken to a high</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Council, Committee and Community Board Support</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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| <p>standard and comply with the Council's guidelines and statutory requirements.</p> <ul style="list-style-type: none"> <li>• Ensure an effective, efficient and timely delivery of accurate agendas, minutes and support materials for these meetings.</li> <li>• Gain confidence in providing advice on Standing Orders procedures and protocols to the Chair, Mayor, Councillors, Community Board Members and other staff.</li> <li>• Carry out assigned pre and post meeting activities including filing, website publishing, actions, archiving and other administrative duties related to meetings.</li> <li>• Champion Doc Assembler and Docs on Tap and provide support and training to other staff as required.</li> <li>• Understand and provide a high level of technology assistance to meetings as required.</li> </ul> | <ul style="list-style-type: none"> <li>• Assigned meetings and delivery of documentation is in accordance with all statutory and internal Council requirements.</li> <li>• Council's legislated responsibilities under LGOIMA are met.</li> <li>• Meetings are well organised with all details taken care of including setup and operation of all technology.</li> <li>• Efficient and effective administration services are provided.</li> <li>• Assigned agendas, minutes and associated tasks comply with the Council guidelines, LGA and LGOIMA requirements.</li> <li>• Administrative tasks are undertaken with a high degree of accuracy, efficiency and within agreed timeframes.</li> <li>• Proficient in Doc Assembler and Docs on Tap support and training to others is evident.</li> <li>• Meeting information on Council's website is accurate and kept up to date.</li> </ul> |
| <p><b>Administrative Support</b></p> <ul style="list-style-type: none"> <li>• Provide support and assistance with Council's Electoral responsibilities.</li> <li>• Assist as required with the training and development of staff and elected members.</li> <li>• Provide assistance with post-election administrative support for triennial and bi-elections, including correct procedures for establishment of Council, Committees, delegations, code of conduct and induction for newly elected members as needed.</li> <li>• Carry out other assigned tasks as required.</li> </ul>                                                                                                                                                                                                                                               | <p><b>Administrative Support</b></p> <ul style="list-style-type: none"> <li>• Positive support, training and assistance is evident.</li> <li>• Newly elected members are provided with all the resources and information they require to be effective in their roles.</li> <li>• Administrative tasks are undertaken with a high degree of accuracy, efficiency and timeliness.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| My Contribution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
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| <p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>• I take responsibility for my performance, decisions and actions and how these impact on others.</li> <li>• I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it.</li> <li>• I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable.</li> <li>• I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.</li> </ul> |  |
| <p><b>Customer Focus</b></p> <ul style="list-style-type: none"> <li>• I focus on the needs of our customers and provide all of them with outstanding service.</li> <li>• I treat all people with respect, and I deliver on the commitments I make.</li> <li>• My actions are fair and build trust with my colleagues, customers and our community.</li> </ul>                                                                                                                                                                                                                                  |  |
| <p><b>Relationship Building</b></p> <ul style="list-style-type: none"> <li>• I build and maintain genuine relationships with my colleagues, customers and our community.</li> <li>• I actively listen to others and am supportive, friendly and helpful.</li> <li>• I respect all cultures and act in ways that make others feel included and valued.</li> </ul>                                                                                                                                                                                                                               |  |
| <p><b>Resilience &amp; Adaptability</b></p> <ul style="list-style-type: none"> <li>• I support new ways of working and am able to be flexible and calm when facing change or difficult situations.</li> <li>• I am digitally confident and participant in opportunities to learn how to apply digital business technology and tools to my work.</li> <li>• I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.</li> </ul>                                                                            |  |
| <p><b>Motivation &amp; Drive</b></p> <ul style="list-style-type: none"> <li>• I take responsibility for my own learning and development and welcome feedback to improve my performance.</li> <li>• I effectively plan, manage and prioritise my work and deliver it on time.</li> </ul>                                                                                                                                                                                                                                                                                                        |  |

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| <ul style="list-style-type: none"> <li>I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Collaboration &amp; Inclusion</b> <ul style="list-style-type: none"> <li>I actively contribute to the achievement of team goals and objectives.</li> <li>I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.</li> </ul>                                                                                                                                                                                                                                                                                                                                                           |
| <b>Civil Defence Emergency Management</b> <ul style="list-style-type: none"> <li>I provide assistance and support during civil defence / emergency management activities.</li> <li>I participate in civil defence and emergency management training.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Working within te ao Māori</b> <ul style="list-style-type: none"> <li>I have the appropriate level of knowledge and understanding of the principles and application of Te Tiriti o Waitangi for my role.</li> <li>I have the appropriate level of knowledge of Tikanga Māori (customs and practices) and Te Reo Māori (Māori language) for my role.</li> <li>I have the appropriate level of knowledge of Council's engagement protocols with the whānau, hapū and iwi of te Tauihu for my role.</li> <li>I foster a culturally inclusive environment by actively engaging with and respecting Māori perspectives and practices in my work.</li> </ul> |

## My Delegations

I have no staff or financial responsibilities. However, the Council may from time to time delegate to me specified powers and duties which I must exercise with due care and diligence.

## My Competencies

### My Qualifications and Experience:

- Level 4 qualification in business (administration or accounting) or in information technology or an equivalent level of experience gained via the completion of relevant short courses.
- Minimum of four years relevant local government and wide administrative experience including archive management preferably in a large organisation.
- A sound working knowledge of the relevant statutes and regulations relating to Local Government, a practical knowledge of the relevant administration procedures and ability to interpret legislation.
- Capability to move from task to task efficiently and accurately, in a high paced environment.
- A high level of digital literacy, technical ability and experience with both legacy systems and newer IT platforms (cloud-based systems, automation tools etc).
- A high level of proficiency in the Microsoft Office suite with a focus on PowerPoint, Teams, SharePoint and Zoom would be an advantage.
- Working experience with Docs Assembler and Docs on Tap would be an advantage.

### My Personal Attributes

- Highly developed interpersonal skills are essential.
- Pleasant, friendly and outgoing manner.
- Well-developed written and verbal communication skills, in particular the ability to effectively and concisely present information to Council, management or the public.
- Ability to move from task to task efficiently and accurately, in a high paced environment.
- Must be very well organised and able to manage a diverse workload.
- Initiative and good judgement with an aptitude for solving problems.
- An ability to be discreet and maintain complete confidentiality.
- An ability to relate to a wide range of people and a proven commitment to quality customer service and teamwork.
- Good understanding of the principles of Te Tiriti o Waitangi and

Tikanga Maori.

- Self-motivated and experienced and competent to work with minimum supervision, while being able to work well as part of a team.
- Ability to work under pressure and adapt to new office technology
- The position may be required to work outside of normal hours from time to time to meet deadlines and for events.

## My Agreement

**My Name:** .....

**My Signature:** .....

**Date:** .....