

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 – 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 the position is to provide pro-active, quality and comprehensive assistance to the CE and Mayor to enable them to undertake their roles efficiently and effectively. The position is responsible for administrative management of the Mayor and CE's Office. It will also support and enhance relationships between the Mayor and Chief Executive and key community stakeholders e.g. business community, iwi and community groups.

Anticipating the needs of the Chief Executive and Mayor to ensure they have the information and resources they need to prioritise and undertake their work effectively without having to 'sweat the small stuff' is key. You will act as the first point of contact, interpreting, screening and assisting with emails, developing appropriate responses and managing telephone calls and correspondence. You will research and follow up on incoming issues and concerns addressed to the Chief Executive and Mayor or specific projects as required including those of a sensitive or confidential nature. You will evaluate and determine the appropriate course of action, referral or response as needed with relevant staff.

Managing Mayoral and civic functions including ANZAC Day ceremonies, South Taranaki Community Awards, New Zealand citizenship ceremonies, community recognitions, openings and other special events is also a requirement of this role.

Other Duties

The employee will undertake other activities, duties or internal projects as directed by their Manager 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 Hawera and will report directly to the Chief Executive and Mayor.

Salary and Conditions

The Council operates under a Total Remuneration Strategic Pay grading system and the grade for this position is **14**. The salary range for this position is between **\$85,500pa and \$95,000pa** 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 will need to be exercised to meet the requirements of the role, therefore on occasions there will be a requirement to work outside of normal working hours when Council activities are taking place.

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

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.

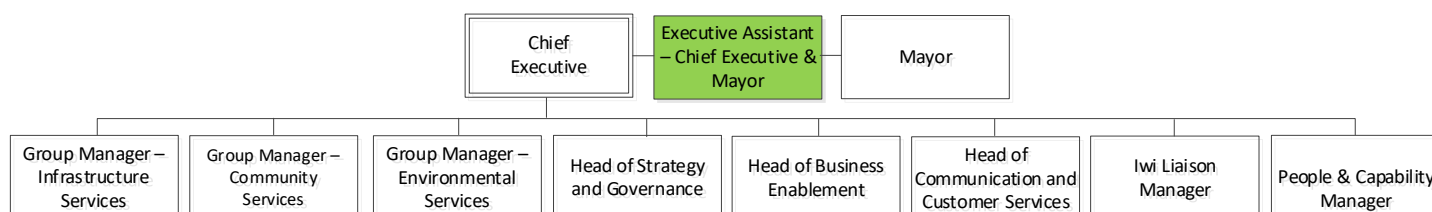
You will find the job description for the position and Council's Vision and Values on the next few pages.

PEOPLE & CAPABILITY TEAM

POSITION DESCRIPTION

Position Details			
Title:	Executive Assistant to Mayor & Chief Executive		
Unit:	NA	Group:	Office of the Chief Executive
Position Reports to:	Chief Executive		
Salary Grade:	14	Staff Management:	
Position Occupant:	Vacant		
Date Created:	14 April 2010	Date Last Reviewed:	October 2026

Position Objective
The purpose of the position is to provide pro-active, quality and comprehensive assistance to the CE and Mayor to enable them to undertake their roles efficiently and effectively. It will also support and enhance relationships between the Mayor and Chief Executive and key community stakeholders e.g. business community, iwi and community groups.



Important Functional Relationships	
Internal	Purpose of Contact
Council staff	To collaborate with internal stakeholders including but not limited to Customer Service, Finance, Health and Safety, Legal, Policy, Roding, Infrastructure, and Iwi Liaison to ensure policy development, implementation, and decision-making is informed, legally compliant, and culturally sensitive. That all operational matters including but not limited to public communication, payroll, health and safety, and vehicle maintenance are managed effectively.
Mayor	Provide high-level executive and administrative support, manage schedules, correspondence, meetings, events, travel arrangements, and ensure the Mayor is well informed and prepared to effectively undertake civic and community responsibilities.
Leadership Team and Senior Leadership Team	Coordinate agendas, minutes and follow-up actions for meetings, facilitate communication, support strategic planning activities, and ensure timely information flow between executive leadership and the wider organisation.

External	Purpose of Contact
Community Groups and Organisations	Foster positive relationships on behalf of the Mayor and Chief Executive, coordinate community engagement activities, civic events, meetings, and respond to enquiries or requests for support.
Iwi and Māori Organisations	Develop and maintain respectful and effective working relationships, facilitate engagement opportunities, support culturally appropriate communication, and strengthen partnerships between Council and Māori stakeholders.
Business Community	Build and maintain productive relationships, coordinate meetings and events, facilitate communication with the Mayor and Chief Executive, and support community and economic development initiatives.
Government Agencies and Local Authorities	Liaise regarding official matters, information sharing, civic functions, meetings, projects, and matters of mutual interest.
Event Providers, Venues and Suppliers	Coordinate civic events, ceremonies, hospitality, travel, accommodation, catering, and other logistical requirements to ensure successful delivery of Council functions.
Members of the Public	Act as a primary point of contact for enquiries directed to the Mayor and Chief Executive, ensuring professional, timely, responsive, and solutions-focused service.
Contractors and Service Providers	Coordinate services, obtain information, manage arrangements, monitor delivery requirements, and maintain effective working relationships to support operational needs.

Position Duties and Functions

Executive Support

- Anticipate the needs of the Chief Executive and Mayor to ensure that they are provided with the information and resources they need to prioritise, prepare and undertake their work activities effectively.
- Manage, monitor and deliver administrative functions for the Chief Executive and the Mayor.
- Manage the Chief Executive's and Mayor's calendars including scheduling of appointments, coordination of meetings, monitoring of any reminders or deadlines and ensuring discretion.
- Act as the first point of contact for the Chief Executive and Mayor, interpreting, screening and assisting with emails, telephone calls, correspondence and visitors and developing appropriate responses as well as writing with discretion as required.
- Manage the coordination of agendas, minutes and matters arising for weekly Leadership Team meetings, monthly strategic sessions and other executive meetings as required.
- Research, analyse, prioritise and follow up on incoming issues and concerns addressed to the Chief Executive and Mayor or specific projects as required including those of a sensitive or confidential nature. Evaluate and determine the appropriate course of action, referral or response as needed with relevant staff.
- Manage, coordinate and review all Mayoral and Civic functions including ANZAC Day ceremonies, South Taranaki Community Awards (biennially), New Zealand citizenship ceremonies, honorary ambassadorship presentations, community farewells and openings and other special events as required.
- Design presentations to a high standard within Council's style guide/specifications for the Chief Executive and Mayor including the coordination of presentations (eg All Staff Updates, management meetings and inductions) as required.
- Organise meetings, including refreshments, venue, minute-taking etc, as requested by the Mayor or Chief Executive.
- Coordinate travel and accommodation arrangements for the Chief Executive and Mayor and keep accurate records.
- Organise and promote staff events as required by the Chief Executive.

Finance

- Manage credit card payments and reconcile the Council's monthly Credit Card Statement invoices

- Maintain the organisation's Gift Register, monitoring adherence to the Sensitive Expenditure Policy.
- Manage, monitor and evaluate the STDC Mayoral Relief Fund when required ensuring accurate records and financial transactions are saved and available as needed.
- Ensure invoices are coded correctly and authorised at the appropriate level in a timely manner so that they can be processed by the due date.

Generic Duties and Functions

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).
- Ensure any known risks or hazards are identified and reported to the organisation.

Information Management

All staff are responsible for:

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

Civil Defence

- Attend Emergency Management training at Coordinated Incident Management System – Level 3.
- Encouragement to take an active part in Civil Defence Emergency Management (CDEM) planning and implementation consistent with the key responsibilities of this position.

Iwi/Council Partnerships

- Demonstrate respect for mana whenua, understand the values within *He Pou Tikanga*, and be aware of the Council's partnership commitments to iwi and Māori.

Other

- Other duties as directed, within the skills and capabilities of the employee.

Attributes and Capabilities

Accountability

- Taking initiative to solve problems or improve processes without being told.
- Making smart decisions when juggling multiple tasks and seeking help when necessary.
- Acknowledging errors without making excuses or pointing fingers.

Attention to Detail

- Follows detailed procedures and ensures accuracy in documentation and data
- Organises and maintains a system of records
- Notices discrepancies and inconsistencies in available information.
- Follows up with others to ensure that agreements and commitments have been fulfilled

Building Collaborative Relationships

- The ability to develop, maintain and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
- Connecting on a personal level to enhance relationships.

Conflict Resolution

- Persuades people from various levels, positions or backgrounds by using a variety of interpersonal techniques and approaches.
- Uses effective strategies to manage or resolve conflict in a positive way.

Customer Service

- Strives for high customer satisfaction, going out of the way to be helpful and pleasant, making it an easy and positive experience for the customer.
- Recognises different customer service styles and adjusts own service style to achieve the right balance between the needs of the organization and the customer.

Flexibility and Adaptability

- Openness to different and new ways of doing things; willingness to modify one's preferred way of doing things.
- Adjusting one's behaviour to new information or changing circumstances.
- Demonstrates openness to new organizational structures, procedures, and technology.
- 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.
- Takes independent action to change the direction of events.

Emotional Intelligence

- The capacity to be aware of, control, and express one's emotions, and to handle interpersonal relationships empathetically.
- Being attuned to how others feel in the moment, sensing the shared values of the group, and using that insight to do and say what's appropriate.

Political Acumen

- Develops and maintains professional relationships and networks, within and beyond the established structures.
- Supports participants within the structure to create a positive environment in which people feel safe and comfortable.

Stress Management

- The ability to keep functioning effectively when under pressure and maintain self-control in the face of hostility or provocation.
- Controls his/her response when criticized, attacked or provoked.

Working Independently

- Completes work without direct instruction meeting all agreed deadlines and standards.
- Maintains self-motivation and initiative.

Knowledge, Experience, Qualifications & Skills**Essential**

- More than 5 years experience as an Executive Assistant working for a CE or other top-level executive.
- Diploma in business administration or other relevant field
- A high degree of proficiency with Outlook and MS Office applications; ability to quickly create clear and attractive presentations.
- An ability to maintain confidentiality and discretion and a high level of integrity and professionalism.
- Excellent communication and relationship management skills to interface daily with a diverse range of people.
- Strong organisational ability to optimise and prioritise conflicting demands in a busy environment, to achieve deadlines and see responsibilities through to completion.
- Demonstrated ability to follow through to stay on top of and anticipate priorities.
- Excellent self-management skills, including working effectively without direct supervision, managing and organising fluctuating workloads in sometimes stressful situations.
- An ability to cope with a dynamic and demanding work environment.
- A valid NZ full or restricted driver's licence.

Desirable
<ul style="list-style-type: none">• Previous experience working in Local Government or knowledge of Governance/Management environment.

Care and Responsibility

All employees are expected to care and be responsible for the organisation's resources, relationships, and reputation. This includes demonstrating care, integrity, and accountability in all aspects of their work, contributing to the long-term sustainability and wellbeing of the organisation, the community, and the environment. Employees are encouraged to make decisions and take actions that reflect the organisation's values and support its strategic goals.

Changes to Position Description

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment - including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance development planning (PDD) cycle or as required. No significant changes to this position description will be made without consultation and agreement of the position holder.