



**POSITION DESCRIPTION**  
**EXECUTIVE ASSISTANT TO CHIEF EXECUTIVE (Fixed Term)**

<b>Reports to</b>	Chief Executive
<b>Location</b>	Masterton District Council
<b>Vision</b>	Masterton District Council to build and maintain a reputation for providing superb service and excellent community support.
<b>Values</b>	<b>A</b> – Accountability <b>C</b> – Creativity <b>T</b> – Teamwork <b>I</b> – Integrity <b>O</b> – Open communication <b>N</b> – No excuses <b>S</b> – Service
<b>Treaty of Waitangi</b>	Masterton District Council is committed to the principles of the Treaty of Waitangi, particularly those of partnership, participation and pro-active protection, and recognises Tikanga Maori values as being the key to Māori outcomes that are appropriate, accessible and affordable. There is an expectation that the principles will be applied in a measured and reasonable manner.
<b>Recruitment Salary Range</b>	\$50,000 to \$60,000 per annum FTE, dependant on experience

**Position Overview**

<b>Primary Function of Position</b>	<p>To provide a seamless, confidential support service to the Chief Executive, ensuring that at all times the Chief Executive is operating at maximum effectiveness and efficiency.</p> <p>To contribute to an open communication channel between the Chief Executive and internal and external stakeholders. To set and maintain high standards of proficiency, professionalism and customer focus.</p> <p>To be trustworthy, able to maintain total confidentiality, able to act with initiative and anticipate the needs of the Chief Executive.</p>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• To provide a highly professional support service to the Chief Executive, coordinating and undertaking all activities that ensure effective use of time and resource.</li> <li>• To be the first point of contact for stakeholders that ensures Council’s reputation is maintained and enhanced, and customers and the community are supported.</li> <li>• To build and maintain effective relationships with elected members, staff and members of the community, proactively managing stakeholder expectations and delivering superb service.</li> <li>• To manage information with the highest standards of</li> </ul>

	<p>confidentiality, displaying tact and diplomacy that enhances the reputation of Council whilst fulfilling its obligations.</p> <ul style="list-style-type: none"> <li>To be a 'trusted advisor' to the Chief Executive by providing information, options and solutions for the resolution of relevant workplace and community issues.</li> </ul>
<b>Budget</b>	N/A

### Key Relationships

<b>Direct Reports</b>	N/A	
<b>Others</b>	<u>Internal</u> Senior Management Team CE Office team Mayor & Councillors Executive Assistant to Mayor Governance Advisor Staff	<u>External</u> Community stakeholder groups Community organisations Local Iwi Public Other local government elected members & staff

### Accountabilities

KEY RESULT AREAS	EXPECTED OUTCOMES
<b>Chief Executive Support</b>	<ul style="list-style-type: none"> <li>Proactive prioritisation of meetings and events ensures effective use of CE's time and resource.</li> <li>Workflows are actively managed and pressure points anticipated to ensure the CE is operating effectively and efficiently.</li> <li>Flexibility is demonstrated to manage multiple demands of a changing diary with changes clearly managed and communicated.</li> <li>Correspondence and related documents are prepared in a professional and timely manner.</li> <li>Monitoring and management of information and actions ensures timely and accurate follow up occurs.</li> <li>A comprehensive filing system is maintained that enables the swift retrieval of information.</li> </ul>
<b>Customer service enhances Council's reputation</b>	<ul style="list-style-type: none"> <li>An exceptional level of service is provided that enhances the reputation of the CE, and Council.</li> <li>Be the CE's and Council's representative for dealing with requests and issues raised, in a calm, professional and proactive manner.</li> <li>Requests and issues are responded to accurately and within agreed and appropriate timeframes.</li> <li>Sound judgement is used to determine appropriate responses, or recommendations</li> </ul>

	<p>made for complex decisions including the rationale.</p> <ul style="list-style-type: none"> <li>• Verbal and written responses are prepared and systems updated accurately.</li> </ul>
<b>Relationship and stakeholder management</b>	<ul style="list-style-type: none"> <li>• Effective relationships are built and maintained with identified stakeholders to enable provision of a quality service.</li> <li>• Effective liaison and coordination with elected members, staff and the public delivers positive outcomes for Council, and community stakeholders.</li> <li>• Excellent communication and interpersonal skills are used to appropriately influence stakeholder expectations.</li> <li>• Professional responsiveness that enhances Councils' reputation is displayed in all interactions with stakeholders.</li> </ul>
<b>Management of information and confidentiality, tact and diplomacy</b>	<ul style="list-style-type: none"> <li>• Information is handled in a way that displays tact and diplomacy in relation to the situation.</li> <li>• Confidentiality is demonstrated to the highest level.</li> <li>• Research and analysis of information is conducted to help inform decision-making and CE's responses.</li> <li>• Preparation and presentation of documents, reports and responses is accurate and appropriate to enable quality decision-making.</li> <li>• Systems are updated accurately to maintain integrity of data, within appropriate timeframes.</li> </ul>
<b>Trusted Advisor to Chief Executive</b>	<ul style="list-style-type: none"> <li>• Information provided is relevant and up-to-date, reflecting current thinking, and best practice in the local government environment.</li> <li>• Research and analysis is carried out, and options for solutions to issues are provided that helps inform decision-making.</li> <li>• Own knowledge is kept up to date through professional development and use of professional networks.</li> </ul>
<b>Health, Safety and Risk</b>	<ul style="list-style-type: none"> <li>• Ensures own and others safety at all times.</li> <li>• Complies with policies, procedures and safe systems of work.</li> <li>• Reports all incidents/accidents, including near misses, in a timely fashion.</li> <li>• Actively participates in the hazard management and identification process.</li> <li>• Escalates risk as per the Risk Management Policy.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Participate in, and lead, projects as required by the Chief Executive.</li> <li>• Any other relevant tasks may be undertaken in</li> </ul>

	negotiation with the Chief Executive.
<b>To act within legal boundaries and the Masterton District Council policies</b>	<ul style="list-style-type: none"> <li>• Ensure that all records are maintained accurately and in accordance with legislation and Masterton District Council policy.</li> <li>• Provide appropriate information in accordance with the Privacy Act, other relevant legislation and Masterton District Council policy.</li> </ul>

**Person Specification**

<b>Education, Knowledge and Qualifications</b>	<p>Advanced software knowledge and expertise with computers, specifically Microsoft Office suite of products. Fast and accurate keyboard skills. Tertiary level education is desirable.</p> <p>Proven experience in providing effective services that support an executive leader in a complex organisation. Demonstrated understanding of local government legislation, processes and awareness of political interactions. Knowledge of Council services, policies, activities and strategic direction.</p>
<b>Key Job Competencies</b>	<ul style="list-style-type: none"> <li>• Demonstrate maturity, confidentiality, integrity and discretion.</li> <li>• Have the ability to use initiative, analyse problems and formulate appropriate solutions.</li> <li>• Be skilled in diary management, meeting coordination and minute taking.</li> <li>• Be a strong communicator who can work in a tactful and diplomatic way.</li> <li>• Have the ability to constructively influence stakeholders and negotiate for successful outcomes.</li> <li>• Have the ability to manage own workloads, and those of an executive, prioritising and planning effectively.</li> <li>• Be comfortable working under pressure to achieve deadlines.</li> <li>• Have excellent relationship and stakeholder management skills.</li> </ul>

**Performance Development Review**

An initial review of performance will be conducted after three months, with a performance development planning session annually thereafter. This is in the context of regular discussions and a 'no surprises' annual review.

## Acceptance

Acceptance of the position implies acceptance of the position description:

<b>Position Title</b>	
<b>Signature of Employee</b>	
<b>Date</b>	