

Position title	Governance Administrator		
Reporting to	Manager Governance		
Group	Corporate Services		
Direct reports	-	Total reports	-
Financial authority	-	PNCC Grade	13
Date last updated	November 2024		

Our vision for the city is

He iti rā,
he iti pounamu
Small city benefits,
big city ambition.

City Strategy and four goals to support our city vision

The Oranga Papaioea City Strategy is the foundation for Palmerston North City's Long-Term Plan (2024-2034).

The four goals are actioned through 15 targeted plans.

Our Performance Plan

Every three years, to align with the Long-Term Plan cycle, we produce a Performance Plan. This comes out of our Organisational Strategy. This is about how we strive to be a driven and enabling organisation to achieve our strategic goals.



Our Values

PONO

Tuia te manawa tapatahi. Manaakitia te hau o roto, te hau o waho

We choose to be real and be positive. We act with integrity and fairness. We are mana enhancing and we care.

WHANAUNGATANGA

Tuia te manawa whakawhanaunga. Manaakitia te hau pāhekoheko, te hau o rau ringa

We cooperate and collaborate because we are stronger together. We treat each other with respect, valuing diverse contributions.

KIA MĀIA

Tuia te manawa mārohirohi. Manaakitia te hau o toa, te hau o hua

We work with courage and perseverance to serve our community. We trust in ourselves and our teammates to make it happen.

CONTEXT

The purpose of the Corporate Services Group is to enhance organisational performance by the provision of quality advice to the Council, Committees, senior leadership team and general managers in the functional areas of

- Financial services planning including treasury
- Procurement,
- Legal,
- Business Improvement,
- Risk,
- Claims,
- Commercial Advisory,
- Governance

MAIN PURPOSE

The main purpose of the role of the Governance Administrator is to ensure the integrity of the democratic process by providing accurate and timely legislative and procedural advice, in addition to effective specialised administrative and technical support services for the organisation including with the governors of the organisation at an executive level.

KEY AREAS OF RESPONSIBILITY

Ensuring the integrity of the democratic process

- Effectively and professionally facilitate between the political and operational arms of Council contributing to positive and productive relationships to ensure smooth running of the decision-making processes of Council, in particular proactive relationship building and liaison between Chairs, Group Managers and reporting Officers.
- Actively working with community members to support their participation in Council's democratic processes, including but not limited to submissions, hearings, public comment and presentation processes.
- Managing the meeting process to ensure all legislative and procedural requirements are adhered to and accurate and timely advice is given for formal Council and Committee meetings.
- Management of information flow to members, management and the public for meetings, workshops and briefings.
- Manipulation of Council Chamber technology to ensure all wishing to participate can do so without obstacle and that equal participation in hybrid meetings occurs irrespective of location.

Provision of effective specialised administrative and technical support

- Quality assurance and quality improvement of agenda papers.
- Accurate and legally compliant retention of Council meeting minutes.
- Researching and preparing reports as required, including provision of advisory and governance policy implementation services to the Council and its Committees, such as: Code of Conduct, Delegations, Appointment of Directors' Policy, Standing Orders, Local Governance statement, Members' interests.

- Management of the appointments processes for Council appointments to Council Controlled Organisations and other external bodies.
- Other general administrative support tasks as needed, including support for triennial election process and any by-elections or polls.
- Proactively identifying opportunities for process improvement, including seeking technology solutions.

***Please note:** Key areas of responsibility are likely to develop and change over the course of an employee's tenure at Council as the employee grows in skills and competencies. These key tasks and areas of responsibility are not an exhaustive list, nor will they remain static. The annual Performance, Planning and Evaluation (PPE) will supersede this job description. In addition, employees may be asked to do tasks outside of this description as and when required.*

RISK MANAGEMENT ACCOUNTABILITIES FOR ALL EMPLOYEES

- **Council Policies and Procedures:** Ensure self and team comply with applicable council policies and procedures.
- **Environmental:** Reduce environmental impacts that may arise from work. All activities and communications must be conducted in accordance with applicable environmental laws and council policies. Promote the proactive management of environmental issues associated with conducting business.
- **Health & Safety:** Comply with Health and Safety obligations (e.g. observe and practice safe work methods, ensure your own safety and that of others, report any hazards or potential hazards immediately, use protective equipment and wear protective clothing provided where appropriate, only operate equipment that you have the necessary license and skills to operate, make unsafe situations safe or report unsafe working conditions to your supervisor, report all accidents including near misses promptly)
- **Employment Legislation:** Comply in full with employment legislation and adherence to applicable policies in the areas of employment, EEO and recruitment.

KEY RELATIONSHIPS

Internal:

- Mayor and Councillors
- Chief Executive
- Management Team
- Officers responsible for providing advice to decision-makers

External:

- The Community
- Council Controlled Organisation Board members

TYPICAL KNOWLEDGE, SKILLS, AND ATTRIBUTES:

Knowledge (*qualifications and experience*)

- At least Level 4 NZQF equivalent qualification in business administration or equivalent discipline can be demonstrated.

- Minimum of 5 years executive administrative or public administrative experience is essential.
- Advanced experience and knowledge of administration technology including systems around electronic minuting and report processing is essential.
- Previous experience with local authority processes is preferred.

Skills and Attributes

- Highly ethical
- Passion for supporting others to be effective
- Vision for seeing our diverse community involved in the decision-making processes affecting our city
- Aptitude for relating to all people in a confident, friendly and straightforward manner
- Likes to see process and detail done well, yet able to recognise opportunities, incorporate new ideas, and adapt to changing circumstances
- Excellent communication skills, both verbal and written. This involves having a very high level of ability in spelling and grammar, and the ability to summarise key points
- Intelligence - can follow debate and synthesise and integrate thinking appropriately
- Proven administrative skills, preferably with significant Microsoft product experience with an ability to organise one's own work without supervision to meet deadlines
- Capacity to withstand the pressures of work that requires a mental and physical toughness and stability of character and temperament in high pressure situations
- Critical thinker - ability to research and analyse information, and report thereon
- Ability to make sound judgments within set timeframes with reference to precedents and legal parameters

REMUNERATION

- This position is a Grade 13 within Council's remuneration system:
- Fixed remuneration for the role is between **\$70,339** (85%) and **\$82,752** (100%) depending on the Manager's assessment of the skills/experience of the jobholder and any other relevant factors.
- In addition, a 3% KiwiSaver employer contribution will be applied (where eligible)

OTHER

This role may involve evening work on weekdays on an as required basis.

The position may be called to work outside normal working hours in the event of a Civil Defence emergency or exercise. The job holder will be expected to participate fully in training provided for this and any other Group activities.

HEALTH & SAFETY

- We value our people and know they are the champions of our "great place to work". Part of this is our strong Health, Safety and Wellbeing programme, alongside Employee Experience development initiatives. We're proud that we have been awarded a SiteWise Gold status for health and safety.



COMPETENCIES

Core	
Service	<ul style="list-style-type: none"> Recognises the diversity of customers, and adapts approach and style to meet their needs Offers customers a range of solutions to problems Demonstrates commitment to delivery of agreed solutions Delivers and follows up on solutions Seeks and gives feedback from customers Looks for where improvements can be made to systems and processes
Communication	<ul style="list-style-type: none"> Clearly communicates messages in a clear and concise manner Uses the most effective method and style of communication for the target group and the situation Uses active listening techniques including reflection and paraphrasing Shares ideas appropriately Recognises and minimises barriers to communication
Business ethics	<ul style="list-style-type: none"> Demonstrates integrity, honesty, and commitment Acts ethically in all dealings Is equitable and ethical in the treatment of others Is prudent in financial dealings
Information Technology	<ul style="list-style-type: none"> Has an appropriate level of skill in computer software relevant to the requirements of the role. Is confident to try new software Looks for ways to improve efficiency through the use of technology - takes advantage of technology to achieve goals
Health & Safety	<ul style="list-style-type: none"> Proactively seeks and provides input into health and safety improvements in their work environment Promotes and participates in a healthy and safe work culture Keeps up to date with health and safety legislation and regulations relevant to the work they carry out
Role specific	
Technical Skills	<ul style="list-style-type: none"> Able to focus on the technical skills an individual requires, understands legal requirements and has the ability to update and expand current knowledge base.
Organisation achievement	<ul style="list-style-type: none"> Plans work and utilises resources. Understands the organisation’s vision and aligns work to its meaning. Makes decisions and has the ability to identify and act on risks. Achieves own goals and helps others achieve theirs. Reports on progress.
Relationship building	<ul style="list-style-type: none"> Works to build and maintain strong relationships with key stakeholders in order to achieve Council and City related goals.
Teamwork	<ul style="list-style-type: none"> Is an active team member who contributes to a positive team environment.

