

Location	Thames	
Reports to	Chief Executive	
Group	Executive Office	
Direct Reports	Nil	
Financial Authority	\$5,000	
Functional Relationships	<i>Internal</i> Chief Executive, Mayor, Senior Management Team, Managers and Team Leaders and TCDC staff	<i>Purpose of contact</i> Coordination, collaboration and liaison Providing information Providing executive admin support
	<i>External</i> Elected members, Iwi and hapū, contractors, consultants, training providers, partner agencies and stakeholders as required.	Providing information Directing queries Coordination and liaison

Our Council

As one of the largest employers on the Coromandel Peninsula, we are proud to be Thames-Coromandel District Council.

We will provide high quality, affordable services and facilities with excellent customer service. We will maintain innovative leadership and empower our communities. We will strive to make the Coromandel Peninsula a desirable place to live, work and visit.

To achieve our vision we aim to attract, employ and support people to be their best while being guided by our core values of **respect, integrity, innovation** and **teamwork**.

How you fit

The **Executive Assistant to the Mayor & Chief Executive** will provide a high level of professional administrative and personal assistant service to the Mayor and to the Chief Executive, relevant to a busy executive office.

The role will manage VIP visits and is responsible for supporting consistent processes and ensuring the executive office is effective and efficient and meets customer needs and Council policies, strategies and plans.

A high level of professionalism and confidentiality is expected in this role.

Your responsibilities

Accountable for	Successful when
Executive Administrative Support	<p>All administrative arrangements, correspondence, requests and enquiries are managed professionally and efficiently.</p> <p>Correspondence is dealt with promptly, courteously, and confidentially. Matters not requiring the manager's personal attention are actioned or distributed to an appropriate staff member for reply/action.</p> <p>Correspondence and reports are filed promptly and accurately.</p> <p>Research assistance is provided as required and in a timely manner; gathering, interpreting and analysing information from both internal and external sources.</p> <p>Relevant internet pages and internal Intranet pages, are monitored and kept up to date, including working with the Communications team for changes to content as required.</p> <p>Meetings are fully supported, including coordination, producing agendas, documents and resources, logistical arrangements, taking and disseminating minutes, and any follow up processes within agreed timeframes.</p>
Personal Assistance	<p>Priorities for the Mayor and for the Chief Executive are coordinated and effective use of their time is managed.</p> <p>VIP visits are effectively coordinated and managed, including visitors to the Mayor's office.</p> <p>The needs of the Chief Executive is pre-empted to ensure that information and resources are available to prioritise, prepare and undertake work activities in an informed way.</p> <p>A professional first point of contact is provided for enquiries to the executive office and Office of the Mayor, with messages promptly provided.</p> <p>Mail, email and calls are monitored and dealt with appropriately as per direction or in their absence. An effective filing system is proactively managed.</p> <p>The Chief Executive's electronic diary is effectively managed, and appointments coordinated as required.</p> <p>A high level of confidentiality, integrity and professionalism is maintained.</p> <p>Appointments are scheduled and external customers are kept informed of arrangements, all necessary documentation is made available prior to meetings.</p>

	<p>Suitable facilities are arranged and all practical arrangements for appointments, including any travel and accommodation, are coordinated and in place for the Mayor and Chief Executive.</p> <p>A wide variety of support duties are routinely performed to assist with the overall efficiency of the executive and Mayoral offices.</p> <p>Information is provided to staff or external stakeholders as directed by the Chief Executive.</p>
<p>Relationship Management</p>	<p>Sound professional relationships are established and fostered, with a high level of confidentiality as needed.</p> <p>A customer focused approach is provided to all customers and key stakeholders with professional, accurate and relevant information provided.</p> <p>Internal relationships are effectively managed and maintained where Managers and staff seek and/or receive advice and guidance in a timely manner with successful outcomes.</p>
<p>Organisational Support</p>	<p>Knowledge and skills are shared and other staff are supported.</p> <p>Procedures, information systems and policies are documented and complied with.</p> <p>Appropriate and agreed continuous professional development is undertaken.</p> <p>Civil Defence and Emergency Management training and activities are participated in.</p> <p>Other duties are completed as requested by the manager to support the business unit.</p>
<p>Health, Safety & Wellbeing</p>	<p>All reasonably practicable steps are taken to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction.</p> <p>All reasonable workplace health and safety policy and procedures are followed.</p> <p>Any reasonable instructions given are complied with.</p> <p>A personal commitment to Health, Safety and wellbeing is demonstrated, in accordance with TCDC's Health and Safety Policy</p>
<p>Te Tiriti o Waitangi</p>	<p>Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Māori.</p>

About you

Honesty, Enthusiasm, Accountability, Respect and Teamwork are considered core competencies for all staff.

A successful **Executive Assistant to the Mayor and Chief Executive** will need the following to succeed:

Education	Minimum of secondary education up to year thirteen, or equivalent.
Experience	<p>Minimum of three years' experience providing professional assistance or secretarial services for a committee, board or senior management in a busy executive environment.</p> <p>Experience communicating with people at all levels of the organisation with highly developed interpersonal and communication skills.</p> <p>Experience working in local government, with demonstrated political acumen would be an advantage.</p>
Knowledge, skills and attributes	<p>Advanced level of knowledge and computing skills in Microsoft Office applications and electronic document management systems.</p> <p>Excellent English – written, verbal and comprehension skills.</p> <p>Strong strategic understanding, able to drive and influence decisions confidently.</p> <p>Solution focused, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities.</p> <p>Innovative mind set, is an improvement focused team player that shows initiative and inspires commitment to achieve Council outcomes.</p> <p>Highly developed interpersonal and communication skills</p> <p>Problem-solving skills, with critical thinking and contingency planning; can confidently anticipate, analyse and apply key information with good judgement and takes accountability.</p> <p>Ability to cope with ambiguity and change.</p> <p>Strong organisational ability to optimise and prioritise conflicting demands in a busy environment, to achieve deadlines and see responsibilities through to completion.</p> <p>Community, cultural and political awareness.</p>

I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

- a) This position description may be amended by the employer following reasonable notice to me
- b) I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

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Employee

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Date

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Employer

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Date