

# Position Description

We are one exceptional team, providing outstanding customer service to our community, Grey District

## Position Title

**Executive Officer to the Mayor and Chief Executive**

## Contract Type

Permanent Full Time

## Date

22/06/2026

## Location

Grey District Council, 105 Tainui Street

## How we make a difference (Our Values)



Be the Customer



Think excellence



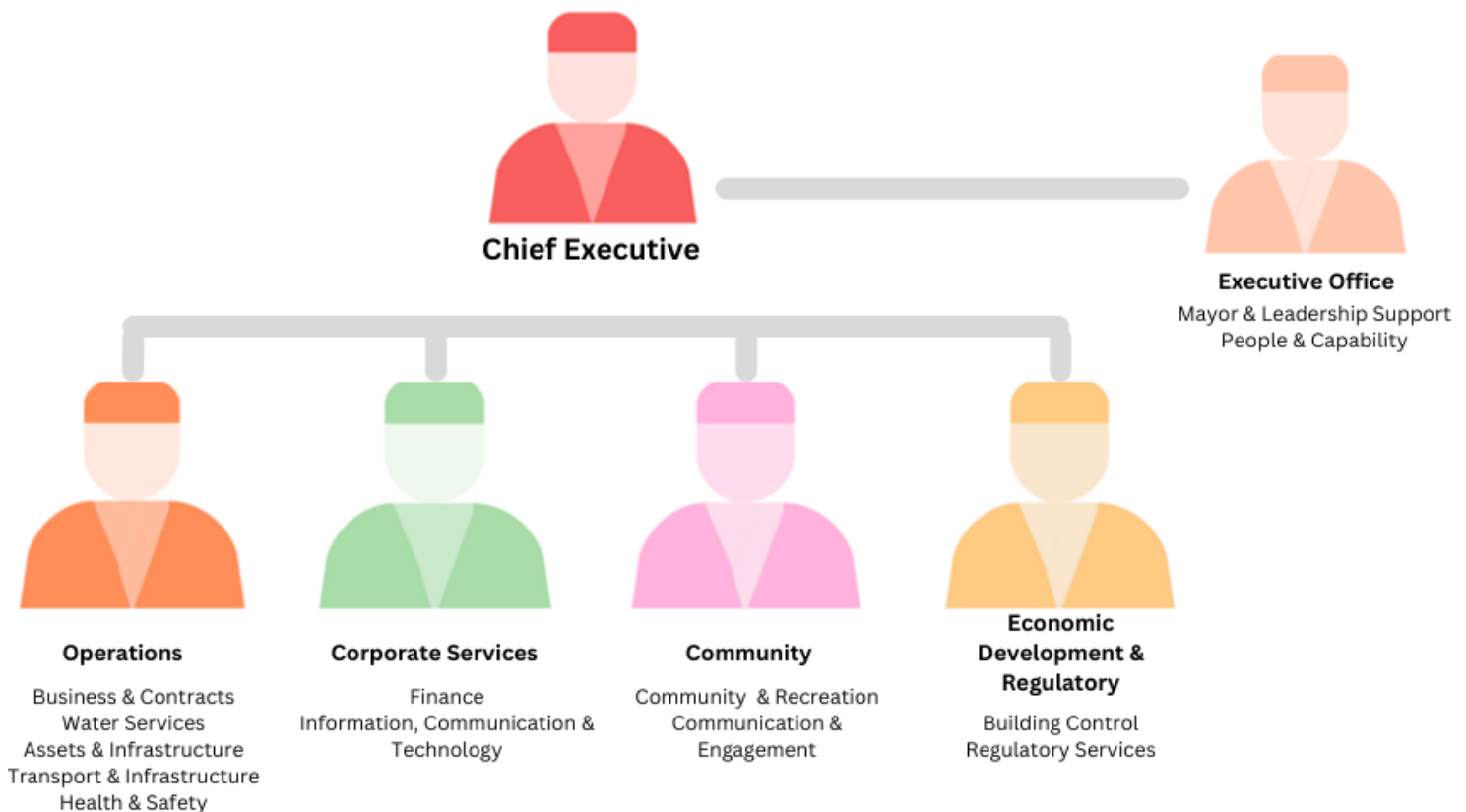
Do the right thing



Be Integrity



Lead, together





## Purpose of Position

The purpose of this position is to provide high-quality, proactive and confidential executive support to the Mayor and Chief Executive. The role supports effective governance, decision-making and stakeholder relationships through diary and correspondence management, meeting coordination, preparation of briefing material, LGOIMA coordination, civic event support and administrative support for elected member activities.

## Key Relationships

### Responsible to

Chief Executive

### Responsible for

Nil

#### Internal

- Mayor
- Chief Executive
- Elected members
- Executive Leadership Team
- Democracy, customer services, communications, finance, records and administrative colleagues across the organisation

#### External

- Ministerial offices, central government agencies and other local authorities
- Mana whenua and iwi representatives
- Community groups, members of the public, contractors, suppliers and event organisers

## Limitations on Authority

The incumbent will, apart from the responsibilities set out herein, have all the powers/responsibilities delegated to them by the Chief Executive Officer, or Council through the Chief Executive Officer as listed in Council's Delegations Manual. Notwithstanding delegations set out in the Delegations Manual, the following delegated authorities will apply (refer to Delegations Manual for current limitations):

- Issue of purchase orders: up to \$5,000 inclusive of GST where the expenditure does not exceed operational budgets, nor reasonably foreseen to exceed operational budgets for financial year.
- Authorisation of invoices: up to \$5,000 inclusive of GST where expenditure does not exceed operational budgets, nor reasonably foreseen to exceed operational budgets for financial year.



# Performance Measures



## Key Result Areas

KPI (area of responsibility)

### Executive Assistance to Mayor and Chief Executive

- Act as a professional first point of contact for the Mayor and Chief Executive, ensuring correspondence, enquiries and meeting requests are assessed, prioritised and directed appropriately.
- Provide proactive executive support, including diary management, meeting coordination, preparation of briefing material, collation of relevant information and maintenance of a forward view of key commitments, deadlines and emerging issues.
- Track actions and follow-up matters arising from meetings involving the Mayor and Chief Executive, escalating issues requiring attention.
- Take accurate minutes for meetings as required and distribute them in a timely manner.
- Maintain effective and confidential filing systems, ensuring correspondence, decisions, meeting records and other official records are captured in Council's approved records management systems.
- Draft correspondence, speeches, communications and other material on behalf of the Mayor and Chief Executive as required.
- Participate in, and provide administrative support for, special projects as required.
- Assist with organising civic and community events, including citizenship ceremonies.
- Coordinate the annual Civic Awards process, including calling for nominations, arranging committee meetings and supporting the presentation ceremony.
- Maintain the delegations manual and support accurate, accessible records of delegations.

### Local Government Official Information and Meetings Act (LGOIMA) Requests

- Coordinate Council's LGOIMA requests, including receiving and logging requests, monitoring statutory timeframes, seeking clarification where required, coordinating information gathering, tracking transfers or extensions, preparing draft responses based on information provided by staff, and arranging review and approval prior to release.
- Maintain accurate and compliant LGOIMA records, including request files, decision records, approvals and released information.
- Sustain an appropriate level of knowledge to provide process advice and support to staff on LGOIMA requirements, including privacy considerations, withholding grounds, consultation requirements and escalation of complex or sensitive requests.

### Committee Support

- In the absence of the Democracy Advisor, provide backup administrative and procedural support for Council and committee meetings.
- Provide consistent, accurate and timely support on Standing Order procedures and meeting protocols.
- Provide administrative support during meetings and for pre- and post-meeting activities.
- Assist with coordination of meeting agendas and preparation of minutes for Council and committee meetings as required.

### Mayoral Relief Fund / Infrastructure Fund

- Administer the Mayoral Relief Fund in accordance with Council requirements and approved processes.
- Provide administrative support for Infrastructure Fund applications.

### Administrative Support

- Provide administrative support post-elections including ensuring correct procedures are followed for establishment of Council, Committees and induction of elected members.
- Organise conference, travel and accommodation on behalf of the Mayor, CE and elected members.
- Provide support to colleagues in administrative roles across the organisation in times of leave or increased workload.

### Providing appropriate training for elected members

- Arranging bookings, catering, supplies needed when held at Council offices.
- Assist with the elected representative induction process and ongoing training by developing induction and training programmes for elected members.

### Health and Safety

- Demonstrate compliance and active participation/promotion with regards to all H&S requirements and responsibilities, ie accident reporting, hazard management, PPE, training, audit & review, SOPs, etc.
- Appropriate standards for H&S are built into and incorporated into relevant contractor/procurement processes and documentation, i.e. site visit inductions, performance audits, tenders and contracts for services.





## Education / Qualifications

- A minimum of three years' experience in executive support, senior administration, governance support or a similar role, ideally in a local government or public-sector environment.
- Demonstrated experience supporting senior leaders, elected members, boards, committees or governance processes.
- Experience with records management, official information processes, meeting administration and confidential correspondence is desirable.
- A relevant qualification in business administration, public management, communications, governance or a related field is desirable.

## Position Competencies

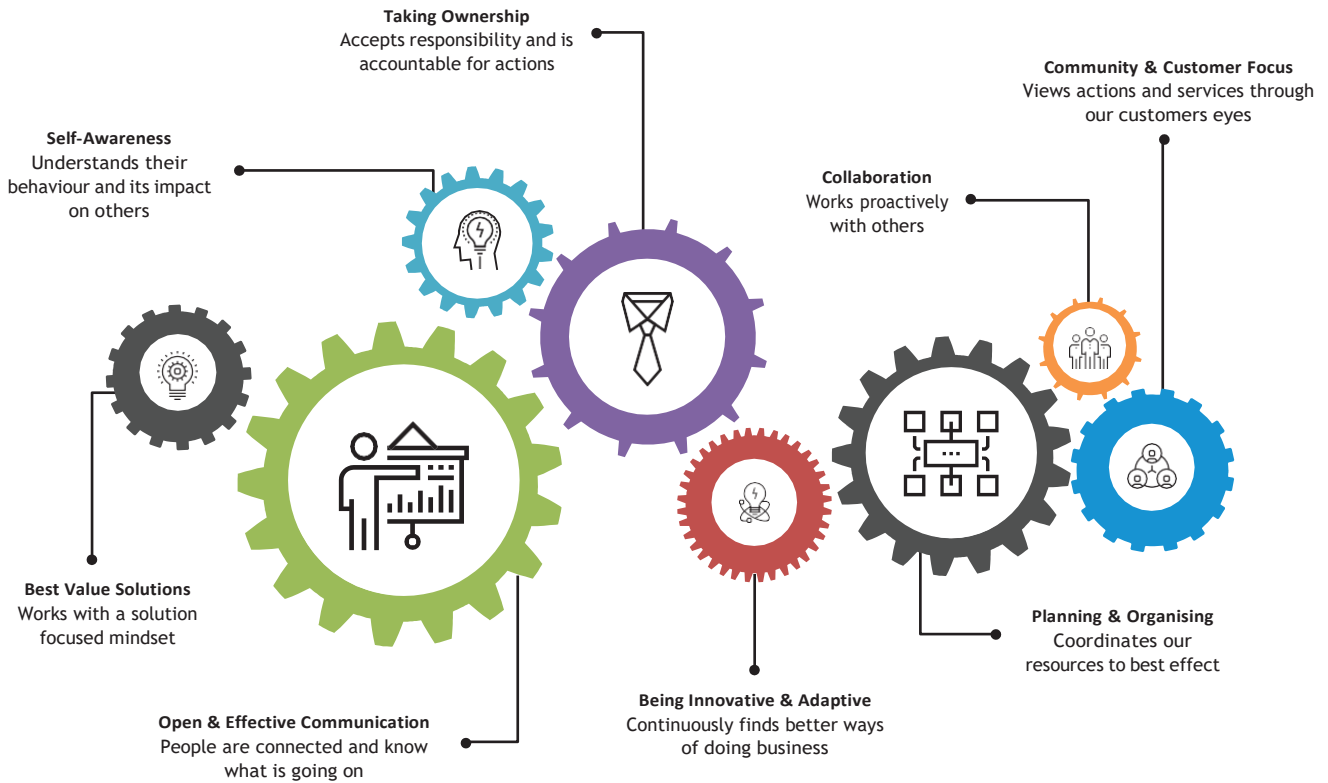
- Knowledge of, or ability to quickly develop working knowledge of, the Local Government Act, LGOIMA, Standing Orders, elected member protocols, conflicts of interest and relevant Council policies.
- High level of digital literacy, including Microsoft 365, Teams, Outlook, document management systems and related business applications.
- Strong written communication, proofreading, coordination and information management skills.

## Professional Competencies

- Outstanding organisational and time-management skills, with the ability to manage competing priorities, work under pressure and meet statutory and organisational deadlines.
- Demonstrates sound judgement, confidentiality, political neutrality and professionalism when handling sensitive, confidential or high-profile matters.
- Ability to work confidently within required frameworks, including interpreting and applying policy, legislation and internal processes.
- Builds effective working relationships with elected members, staff, external agencies, community stakeholders and the public.



# Core Competencies



## Key Requirements for all Council Staff

- ✓ Embrace the Council’s values and continuously seek self-improvement regarding our Core Competencies.
- ✓ Take reasonable care for the health and safety of yourself and others at GDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council’s corporate business and information systems according to information management policies and procedures.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in Disaster Recovery and Business Continuity Planning.
- ✓ Perform other duties as required to support your team, group, and Council as a whole.

## Position Description Approval

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 amended by the employer following reasonable notice of two weeks to me.

**Position Description Approved by**  
(Group Manager / Manager)

**Date**

**Position Description Accepted by**  
(Position Holder)

**Date**

