

POSITION DESCRIPTION

Executive Assistant

(Mayor & Councillor Support)

Kaiwhakahaere Taituarā

Group:	Communications & Corporate Services	Reports to:	Democracy and Customer Experience Manager
Location:	Paeroa Office	Authorities:	Refer Delegation Manual
People Leadership:	None		
Key Relationships:	Internal: Mayor, Councillors, Chief Executive, Staff External: Public		
Reference Number:	2119324		

Position Purpose

To provide timely, accurate and professional executive administrative support to the Mayor and Councillors, and to provide agreed back-up support to the Democracy Services and Executive Assistant teams to maintain effective service delivery and business continuity.

Key Responsibilities

Executive & Administrative Support

- Provide executive and administrative support to the Mayor and Councillors.
- Manage diaries, appointments, correspondence, and meeting requests.
- Coordinate travel, accommodation, training, and event arrangements.
- Support is provided to the Mayor and Councillors to identify and access appropriate governance development opportunities.
- Prepare documentation, correspondence, and information to support governance activities.
- Ensure information is managed accurately, professionally, and confidentially.

Governance & Coordination Support

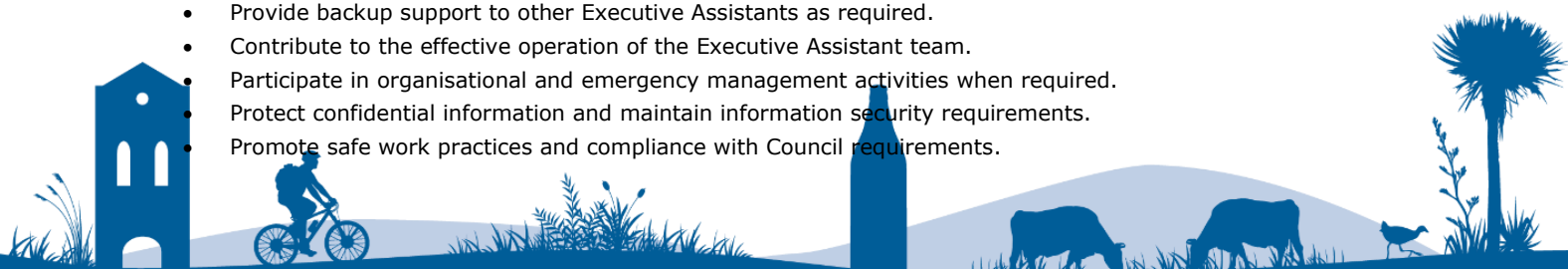
- Coordinate meetings and ensure elected members have relevant information in advance.
- Support the preparation and distribution of meeting documentation.
- Maintain action lists, schedules, and records as required.
- Assist elected members to manage commitments and priorities effectively.
- Provide responsive support to governance-related activities and enquiries.

Relationship Management & Customer Service

- Act as a professional point of contact for enquiries involving elected members.
- Build and maintain positive relationships with internal and external stakeholders.
- Support a service-focused approach to communication and engagement.
- Liaise effectively with Council staff, community members, and external organisations.
- Maintain a professional and positive image for Council and elected members.

Organisational Support & Business Continuity

- Provide backup support to other Executive Assistants as required.
- Contribute to the effective operation of the Executive Assistant team.
- Participate in organisational and emergency management activities when required.
- Protect confidential information and maintain information security requirements.
- Promote safe work practices and compliance with Council requirements.



Shared Responsibilities

- Work safely and act ethically in everything you do.
- Follow Council policies and procedures.
- Take responsibility for your own learning and growth, participating in training and development opportunities.
- Take part in organisational and emergency management activities when needed.
- Ensure secure creation, management, and sharing of information and knowledge.
- Uphold HDC values by practising manaakitanga and embedding te ao Māori and diverse cultural perspectives in our work.

How We Measure Success

- Executive support is delivered accurately, professionally, and within agreed timeframes.
- The Mayor and Councillors receive effective administrative and coordination support.
- Meetings, correspondence, travel, and governance activities are managed efficiently.
- Stakeholders receive responsive and professional customer service.
- Confidential information is managed securely and appropriately.
- Positive working relationships are maintained across the organisation and community.
- Health, safety, and compliance requirements are consistently achieved.

Additional Information

- This role may require flexibility to perform duties outside the scope of this description as reasonably required.
- The position description may change periodically to ensure it remains relevant.
- Passes required health, safety, and well-being checks for position, including drug testing for safety sensitive positions.

What You Bring

- Full NZ Driver Licence.
- National Certificate Level 5 (1–2 year certificate or diploma) in a related field.
- 4–5 years' relevant experience.
- Experience providing executive, administrative, or personal assistant support.
- Knowledge of office administration, customer service, and meeting coordination practices.

Organisation Values

Hauraki District Council values guide how employees carry out their work and interact with others. These values define the organisation's culture and set expectations for how work is done – this is *The Hauraki Way*.

