

POSITION DESCRIPTION

He wāhi e manakohia e te tangata

A great place where people want to be

Position Title	Executive Advisor – Chief Executive	Vacancy No	43963
Unit	Office of the Mayor and Chief Executive	Group	Executive Office
Reports To	Chief Executive	Direct Reports	None
Location	Te Hononga Civic Offices	Date Reviewed	October 2026

ORGANISATIONAL STRUCTURE

See how this position fits within Council. [View the current organisational structure →](#)

1 PURPOSE OF POSITION

The Executive Advisor – Chief Executive supports effective civic leadership by providing trusted advice, coordination, organisational insight and governance oversight to the Chief Executive, enabling the effective operation of the Chief Executive's Office and ensuring a consistently high standard of executive support and advice.

The role serves as a trusted strategic partner to the Chief Executive, providing oversight and coordination of executive priorities, organisational commitments and key stakeholder relationships. The position ensures information, advice, recommendations and decisions presented for Chief Executive consideration are appropriately contextualised, rigorously reviewed, supported by robust information and presented in a decision-ready format.

Working across organisational boundaries, the position identifies emerging issues, risks and opportunities, influences outcomes, and supports the delivery of strategic initiatives and organisational priorities. The role maintains oversight of matters requiring Chief Executive attention, ensuring they are prioritised, progressed and resolved in a timely, coordinated and effective manner while supporting high-quality executive decision-making and organisational accountability.

Key responsibilities include:

- Ensuring the Chief Executive receives timely, robust, and decision-ready advice, information, and recommendations that enable effective executive decision-making.
- Maintaining oversight of Chief Executive priorities, organisational commitments, and key initiatives to support progress, accountability, and organisational performance.
- Lead quality assurance, governance oversight, and continuous improvement of Executive Office processes, ensuring matters presented to the Chief Executive meet organisational standards and support effective decision-making.

2 GENERAL

As an employee of the Council you are required to:



Respond to the changing needs of the Council, performing other tasks as reasonably required.



Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policy.



Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Council policies and processes.



Be associated, as required, with CIVIL DEFENCE or any exercise that might be organised in relation to this council function.



Assist, support and respond to, as reasonably required, any event where the Business Continuity Plan is activated.



Support the Council in upholding its commitments under Te Tiriti o Waitangi and in fostering positive, respectful and productive relationships with Papatipu Rūnanga.

3 KEY AREAS OF ACCOUNTABILITY

KEY AREA	KEY ACCOUNTABILITIES
Strategic Advice and Support to CE	• Act as a trusted partner and advisor to the Chief Executive, providing oversight of priorities, commitments, risks, and emerging issues. • Provide strategic coordination of the Chief Executive's schedule, commitments and key engagements, ensuring meetings and activities are prioritised in accordance with organisational objectives and the priorities determined by the Chief Executive and Director, Office of the Mayor and Chief Executive. • Assess and coordinate matters requiring Chief Executive attention, coordinating the flow of information, approvals, reports and recommendations to ensure priorities are appropriately assessed, escalated and progressed in accordance with organisational priorities and timeframes. • Exercise sound judgement in determining matters that require escalation to the Chief Executive and those that can be addressed or coordinated through appropriate organisational channels.
Relationship Management and Influence	• Build and maintain trusted relationships with the Chief Executive, Executive Leadership Team, Councillors, external stakeholders, and partner agencies, exercising professionalism, discretion and sound judgement. • Act as a key liaison and representative of the Executive Office, fostering collaboration, managing stakeholder engagement, and effective communication. • Develop and maintain effective networks and information channels to ensure proactive advisory support to the Chief Executive on emerging issues, opportunities, risks and stakeholder perspectives. • Exercise sound judgement, diplomacy, and discretion in managing sensitive relationships, communications, and matters involving elected members, senior leaders, stakeholders, and the public.
Organisational Performance and Executive Accountability	• Maintain oversight of key Executive Leadership Team commitments, major organisational initiatives and Chief Executive actions, managing agendas, records, actions and supporting documentation • Lead the planning and alignment of key Executive Leadership Team activities, commitments, meetings and business continuity requirements to support effective organisational coordination and forward planning. • Monitor, report and advise on progress against commitments made to Council, Committees, Executive Leadership Team forums and external stakeholders, identifying risks, and implementation challenges. • Facilitate resolution and escalate issues that may impact organisational performance, strategic priorities or stakeholder commitments, to support organisational accountability and follow-through. • Drive resolution of issues that require cross-organisational coordination on behalf of the Chief Executive.

KEY AREA	KEY ACCOUNTABILITIES
Continuous Improvement and Operational Excellence	- Establish and maintain standards for reports, briefings, recommendations, and approval requests submitted to the Chief Executive. - Provide quality assurance and governance oversight for matters submitted to the Chief Executive, exercising judgement to require additional information, analysis, consultation or endorsement, and ensuring all information is complete, accurate, appropriately endorsed, and decision-ready prior to Chief Executive consideration. - Lead the development, implementation and continuous improvement of Executive Office systems, processes, governance and administrative practices to support efficient, effective and consistent service delivery. - Oversee the triaging, prioritisation and management of information, calls, correspondence, approvals and requests, ensuring matters are progressed in a timely, coordinated and risk-aware manner. - Monitor recurring quality, timeliness and compliance issues, working with Executive Leadership Team members and their teams to resolve gaps, risks, inconsistencies, dependencies and deficiencies and improve organisational practices. - Champion consistent standards, best practice, technology, and organisational effectiveness to enhance Executive Office operations, organisational capability and executive decision-making.
Health & Safety	Take care of their own health and safety and that of others in the workplace by complying with Council health and safety systems and wearing protective clothing and using equipment provided.
Budget	Accountable and responsible for managing a budget of \$Nil
Delegations	Delegated authority is as per the Register of Delegations on the Christchurch City Council website.

4 KEY RELATIONSHIPS / CUSTOMERS

INTERNAL	NATURE OF RELATIONSHIP
Chief Executive	Reports to, provides advice and support
Director, Office of the Mayor and Chief Executive	Liaises/works with
Executive Leadership Team	Liaises with, provide advice, information and support
Heads of Service and Managers	Liaises with, provide advice, information and support
Executive Assistants and Personal Assistant to Tier 3 Heads of Service	Liaises/works with
EXTERNAL	NATURE OF RELATIONSHIP
Members of Parliament	Communicates and liaises with
Government Departments and Regeneration Agencies	Communicates and liaises with
Business Leaders	Communicates and liaises with
Citizens of Christchurch	Communicates and liaises with

5 QUALIFICATIONS, EXPERIENCE, KNOWLEDGE & SKILLS

FORMAL QUALIFICATIONS & TRAINING	REQUIRED	DESIRABLE
Bachelor's degree in a relevant discipline, or an equivalent combination of qualifications, knowledge, and experience gained in local government or the public sector.	☒	☐

KEY EXPERIENCE, KNOWLEDGE & SKILLS	REQUIRED	DESIRABLE
Minimum 7 years' experience in an advisory, executive support or governance role within a large, complex organisation, with responsibility for supporting executive decision-making and organisational priorities.	☒	☐
Experience providing advice and support to senior leaders, executive teams, elected members, or governance bodies.	☒	☐
Strong analytical and critical thinking skills, with the ability to assess complex issues, identify risks and opportunities, and provide practical, well-reasoned advice.	☒	☐
Strong interpersonal skills including approachability, a problem-solving mindset, and an ability to build relationships and influence outcomes without direct authority.	☒	☐
Excellent written and verbal communication skills, including the preparation of executive-level briefings, reports, correspondence, and presentations.	☒	☐
Highly developed attention to detail and ability to maintain a high level of accuracy, ensuring matters are accurate, complete, appropriately endorsed, and decision-ready.	☒	☐
Strong judgement, discretion, and confidentiality, with experience managing sensitive issues and complex stakeholder relationship	☒	☐
Competent computer skills in Microsoft Word, Excel, PowerPoint and Outlook	☒	☐
Experience working within local government, central government, or a politically sensitive environment, with demonstrated political acumen.	☐	☒
Knowledge of Christchurch City Council, its governance structure and strategic priorities	☐	☒

6 COMPETENCIES

The **competency framework** sets out what is expected of all kaimahi (employees) at the Council in order for our organisation to succeed in becoming the best council that we can be.



Kahupapatia te wehenga
Bridge the gap



Kia rangatira te tū
Be a legend



Hikina te taumata
Raise the bar



Mahia te mahi
Do the mahi



Kia whakahī te whakarato
Proudly serve

To find out more visit [Why Us? Jobs at Christchurch City Council](#)