

Palmerston North City Council Job Profile

Position Title	Committee Administrator
Reporting to	Legal Advisor/Governance Team Leader
Unit	Strategy & Planning
Date Created	March 2019

Values

We are committed to fostering an environment where our values of Trust, Worth, Service, and Transformation form the cornerstones of our interactions with each other and the city we serve. We believe it is essential to treat each other with respect and dignity, take responsibility for own actions, and have a positive, friendly, and professional approach.

Context

The Council provides services that allow citizens to participate in its democratic decision making processes. It does this through a variety of methods that include committee and council meetings and public consultations. The role of the GovernanceTeam is to provide administration and support to these functions.

Purposes of Role

The main purpose of the role of Committee Administrator is to ensure the integrity of the democratic process by providing accurate and timely legislative and procedural advice, in addition to effective administration services for the organisation including elected members.

The secondary purpose of the role of the Committee Administrator is to assist in the smooth running of the GovernanceTeam by providing efficient administration services that support the tasks and events associated with local democracy including looking at key technology improvements associated with enhancing the work which the GovernanceTeam does.

Key Areas of Responsibility

Ensuring the integrity of the democratic process

- Providing professional and effective facilitation between people who have an involvement with the formal meeting process.
- Advising on all aspects of the democratic process, the Council's policies, powers and activities, and legislative requirements and regulations.
- Managing the meeting process to ensure all legislative and procedural requirements are adhered to.
- Providing accurate and timely administrative services to meet the requirements of the democratic process.
- Consulting with a number of key stakeholders within and external to the organisation.

Provision of support and administrative services to various Council Controlled Organisations and Trust Boards

- Providing professional administration support, including effective advice and compliance with statutory requirements. This may also include work outside of normal hours.

Assistance with Governance programmes

- Triennial Elections – pre- and post-election activities.
- Compiling and producing various publications.
- Administrative support within the Governance team. This includes word processing, booking of venues, assisting with Citizenship or Award Ceremonies, and other administrative tasks.
- Attending conferences relating to particular area of responsibility, encouraging 'best practice' methodologies.
- Contribute to the accurate and legally compliant retention of Council meeting minutes including minute book compilation, indexing and binding.
- Coordinate events for the Elected Members in a timely manner. These will include attendance of Elected Members at local school Traffic Patrol functions.
- Researching and preparing reports and/or submissions.
- Assist and take the lead along with the Governance Team Leader in looking for key technology solutions to enhancing the way the Governance team works and functions.

***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

- GovernanceTeam colleagues
- Reporting officers

External:

- The Community
- Trust Board representatives
- Courier
- Schools
- Venue Hire Providers

Typical qualifications, skills and experience:

Experience

- Advanced administration and/or secretarial experience is essential.
- Experience in public or business administration is advantageous.
- Experience and knowledge around administration and/or secretarial technology including systems around electronic minuting and report processing is essential.
- Previous experience with local authority processes is preferred but not essential.

Skills and Attributes

- Excellent communication skills, both verbal and written. This involves having a high level of ability in spelling and grammar, and the ability to summarise key points.
- Ability to follow debates intelligently at meetings, to take comprehensive notes and to formulate or assist in composing effective resolutions quickly.
- Ability to research, investigate and analyse information, and report thereon.
- Proven organisational and administrative skills, with an ability to organise one's own work without supervision to meet deadlines.
- Ability to think and plan ahead.
- Computer literate especially with Microsoft Products.
- Team Player, with an ability to relate to all people in a confident, friendly and straight forward manner.
- Capacity for dealing efficiently with matters of a practical nature within a structured environment, with attention to detail a priority.
- Ability to withstand the pressures of work that requires a mental and physical toughness and stability of character and temperament.
- Aptitude for liaising with and organising others.
- Capacity to recognise opportunities, incorporate new ideas, and adapt to changing circumstances.

Remuneration

- This role will be graded GP5 (85%) **\$53,707** and (100%) **\$63,185**, depending on the Manager's assessment of the skills/experience of the job holder and any other relevant factors.
- In addition, a benefit entitlement of **3%** of base salary is available.

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.

Other information

Trust Board meetings generally are, and occasionally Committee and Council meetings can be, held outside normal office hours, therefore the successful applicant will be required to work evenings as per the scheduled meeting roster. In most cases, these meetings will be scheduled well in advance (on a yearly basis), and any extraordinary meetings that may arise from time to time, will be scheduled in collaboration with relevant stakeholders and participants.