

Your Position

Your job	Executive Assistant to General Manager Policy, Planning & Regulatory Services
Your group	Policy, Planning & Regulatory Services
Your team	Policy, Planning & Regulatory Services
Your manager	General Manager Policy, Planning & Regulatory Services , Nic Etheridge
Your base	Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our goals:

- A growing, prosperous and regionally connected city
- A village and city experience
- Children and young people at the heart of our city
- A healthy and protected harbour and catchment

How we work together:

- Team up – Together we make a difference for our community
- Work smart – We challenge ourselves to do things better
- Make it happen – We use our energy and skills to get things done

Your team's purpose

Policy, Planning & Regulatory Service's purpose is to:

- Develop, prepare and oversee policy, plans and strategies relating to social, economic, environmental, infrastructure and regulatory services issues, including resource management policy and District Plan procedures;
- Lead the preparation and adoption of the Long-term and Annual Plan across Council;
- Deliver the regulatory functions and monitoring / enforcement services consistent with the legislation relevant to Local Government for District Planning, building control, environmental control and animal control.

Your purpose

The Executive Assistant to the General Manager Policy, Planning & Regulatory Services is to:

- Provide high-level support by handling information requests, acting as a co-ordination/ liaison point, preparing reports and presentations, planning and organising meetings/ events, and undertaking clerical functions such as preparing correspondence and diary management.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none"> • Nil
Your indirect reports	<ul style="list-style-type: none"> • Nil
External people and groups	<ul style="list-style-type: none"> • Government, public organisations and business • Members of the public and community organisations • Other local authorities • Contractors, consultants and suppliers • Industry groups
Internal people and groups	<ul style="list-style-type: none"> • Executive Leadership Team, managers and staff at all levels of the organisation • Mayor, Councillors, Council and Council committees

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none"> • Manage the GM's schedule and act as liaison for the PPRS management team • Prepare, manage and review the provision of high level communications and correspondence including briefings, reports, submissions and notes to ensure the comprehensiveness, accuracy, and timeliness of written information • Act as the Executive point of contact, liaise with stakeholders and action requests to coordinate communication, and proactively ensure responses meet deadlines • Summarise, prioritise and research information into a concise and useable format for the General Manager to review • Research and prepare reports and presentations for the General Manager to facilitate informed decision making and planning

	<ul style="list-style-type: none"> • Plan and organise events such as meetings, presentations, team activities or special projects • Lead or contribute to projects to support the achievement of organisational objectives • Develop, implement and evaluate administrative practices, systems and procedures to optimise efficiency and support the achievement of quality outcomes • Respond to phone, face to face and email enquiries as required • Maintain files, records and correspondence as required • Undertake day to day office management and clerical duties.
Relationship Management	<ul style="list-style-type: none"> • Establish and maintain relationships with key stakeholders and business and industry groups • Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive • Represent Council and the Policy, Planning and Regulatory Group at appropriate conferences, seminars and other events.
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event.

Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> • Experience in a fast-paced environment with a flexible, can-do attitude • Strong customer focus with the ability to communicate effectively with a diverse range of people • Demonstrated ability to build and maintain effective working relationships • Well-developed planning and organisational skills with the ability to prioritise tasks effectively and work well under pressure • A proactive and collaborative mind-set with the ability to work independently as well as within a team environment • Excellent time management skills and good attention to detail • Excellent written and verbal communication skills • Sound judgement and the confidence to question and challenge • Demonstrated commitment to continuous improvement, including adaptability and openness to change • Ability to anticipate issues and problems, and think of creative solutions • Demonstrated ability to maintain confidentiality and professional standards in difficult and sensitive circumstances • Advanced MS Office skills and familiarity with electronic document management and financial management systems • Ability to grasp new technology well and lead in this space where needed • Highest standards of conduct and probity • Understanding and commitment to health and safety in the workplace • Understanding and commitment to diverse workplaces
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	<ul style="list-style-type: none">• Understanding and commitment to the Treaty of Waitangi and bicultural issues.
It'd be great if you also have:	<ul style="list-style-type: none">• 5 years' experience as an EA, PA or in a similar supporting role• Tertiary qualification in business administration or related area.

Last updated 24 June 2020