

Your Position

Your job	Senior Governance Advisor Kaitohutohu Mana Whakahaere Matua
Your group	Chief Executive's Office
Your team	Democratic Services
Your manager	Manager Democratic Services
Your base	Council premises within 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 strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy and skills to get things done

Your team's purpose

The Mayor and the Chief Executive are supported by a small, combined team at the centre of a busy organisation. The team's purpose is to:

- Provide professional and technical support to the Chief Executive and Mayor on strategic and tactical issues.
- Deliver high quality and timely secretarial and administrative support to the Mayor and Chief Executive.
- Coordinate and promote the democratic processes of the Council.

Your purpose

The Senior Governance Advisor's role is to:

- Work independently providing expert governance support, advice and associated services to elected members, Council and its committees, the Executive Leadership Team, Council officers and the public.
- Assist with the running of the Council's elections.
- Provide training to Council officers to ensure governance best practice is followed.
- Facilitate a civics and democracy participation programme in our community.
- Provide advice and support to other members of Democratic Services team.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• Governance Support Officer
Your indirect reports	<ul style="list-style-type: none">• None
External people and groups	<ul style="list-style-type: none">• Staff at Government agencies, such as the Department of Internal Affairs.• Members of the public and community organisations.• Staff at other local authorities.• Ngāti Toa Rangatira.
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	<p><u>Governance Processes</u></p> <ul style="list-style-type: none"> • Manage allocated meetings from start to end, including: <ul style="list-style-type: none"> ◦ Review reports to ensure they meet Council's legal requirements for decision-making. ◦ Preparing and compiling agendas to a high standard. ◦ Attending allocated Council and Committee meetings. ◦ Providing expert advice to the Chair and members and take high quality minutes of the decisions. • Interpret, provide and apply advice on the governance aspects of relevant legislation (including the Local Government Act 2002, Local Government Official Information and Meetings Act 1987) and Standing Orders to members of Council and officers. • Stay up to date on relevant legislation changes and provide advice to the ELT, Council officers, and Democratic Services team as appropriate. • Provide advice and support on Council's governance processes to members of the public. • Draft reports for Council or committees as required on matters which are relevant for elected members to undertake their governance functions. • Proactively maintain the Council and committee work programme and engage with General Managers and officers across the organisation to ensure it is kept up to date. • Update information on Council's governance processes on the Council website and intranet. • Respond appropriately to LGOIMA requests within required timeframes. • Develop and maintain the triennial Governance Statement in accordance with legislative requirements. • Manage and update the Council's key governance documents: Standing Orders, Elected Members' Code of Conduct, Terms of Reference and Delegations and ensure these are easily retrievable. <p><u>Member Support</u></p> <ul style="list-style-type: none"> • Provide impartial advice to elected members on issues such as Code of Conduct and conflict of interest issues. • Update the elected member declarations register, including assisting members to make yearly interests returns. • Manage the induction process for elected members following an election. • Create and manage an ongoing professional development programme for elected members, including proactively identifying potential areas of development. <p><u>Increasing Democratic Participation</u></p> <ul style="list-style-type: none"> • Assist in the implementation of relevant actions for the Democratic Services team from Council's internal strategies, such as <ul style="list-style-type: none"> ◦ Ola Kamataga – Beginning of Life 2024-2027;

	<ul style="list-style-type: none"> ○ Maungaroa 2050 Māori Strategy; ○ Tamariki and Rangatahi Strategy. <ul style="list-style-type: none"> • Develop and implement a civics education programme to increase democratic participation in Porirua City, in particular with Māori, Pacific peoples, migrant communities, and young people. • Develop and manage internal education programmes to upskill Council staff on the Council's governance processes. • Develop, manage and deliver an engagement programme to facilitate and foster representative and substantial elector participation in local elections and polls. (Note: some attendance at evening and weekend events may be required). • Assist the Manager Democratic Services to conduct Council elections, polls, and by-elections efficiently and in accordance with legislative requirements while ensuring that all electoral processes and procedures are properly delivered. • Assist the Manager Democratic Services with research and governance policy development, including preparing reports and briefings as directed. <p><u>Leadership</u></p> <ul style="list-style-type: none"> • Ensure the Governance Support Officer is tasked with appropriate duties, and these are completed in a timely manner. • Manage the Governance Support Officer to achieve results and provide a customer focused service by setting performance expectations, providing guidance and development, monitoring individual performance, and providing constructive feedback/support when required. • Contribute to the effectiveness of the Democratic Services team by providing support to the rest of the Democratic Services team when needed. • Mentor other team members to ensure that best practice is being used across the team for the Council and committees. • Act as Manager Democratic Services when the Manager is on leave. • Provide support and training to the Democratic Services team and officers on the meeting management tool. • Be the expert on the meeting livestreaming system, including training other members of the team on its use, and liaising with the external vendor to resolve any issues.
Relationship Management	<ul style="list-style-type: none"> • Establish excellent results orientated relationships with all stakeholders, colleagues, and elected members, through effective networking and development of high value relationships • Represent Council and the Democratic Services team 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"> • A relevant tertiary qualification in law, public management, public policy or political science, or at least three years in a similar governance advisory role. • In depth knowledge and understanding of the Local Government Official and Meetings Act (LGOIMA) and other relevant legislation, particularly the Local Government Act 2002, Local Electoral Act 2001, Local Authorities' Members' Interest Act 1968 and relevant amendments and Regulations. • A high degree of political sensitivity and the ability to work with and advise members of the Council. • Demonstrated understanding of the importance of political neutrality. • Excellent communication skills with demonstrated ability to write clearly and succinctly in a variety of communication settings and styles, with a particular focus on report and policy writing. • Proven ability to develop effective partnership relationships and skills to build high levels of credibility with senior leaders, managers and staff. • Proven ability to establish and maintain effective relationships with customers and gain their trust and respect. • A high level of initiative combined with sound and mature judgement. • Meticulous attention to detail and ability to maintain confidentiality. • Excellent ability to learn new systems to be the expert in the live streaming and to train others. • Demonstrated ability to meet deadlines and work under pressure. • Proven ability to work effectively both as an individual and as a member of a team. • Understanding and commitment to health and safety in the workplace. • Understanding and commitment to diverse workplaces. • Understanding and commitment to Te Tiriti o Waitangi.
It'd be great if you also have:	<ul style="list-style-type: none"> • Previous experience in formulating policy advice. • Previous experience in a local government role. • Previous experience in training others.

Last updated June 2025



Porirua City Council supports an inclusive and welcoming environment and is a member of Diversity Works.