

POSITION TITLE:	Personal Assistant to Manager Regional Projects		
GROUP:	Asset Management	SECTION:	Regional Projects
REPORTS TO:	Manager Regional Projects		
RESPONSIBLE FOR:	NA		
FAMILY:	OS8	GRADE:	12
DATE REVIEWED:	January 2024		

HBRC STRATEGY

Our Vision:

We want a healthy environment and a resilient and prosperous community.

Our Purpose:

We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

Our Values:

- **Partnership and Collaboration:** We work with our community in everything we do
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

POSITION SUMMARY

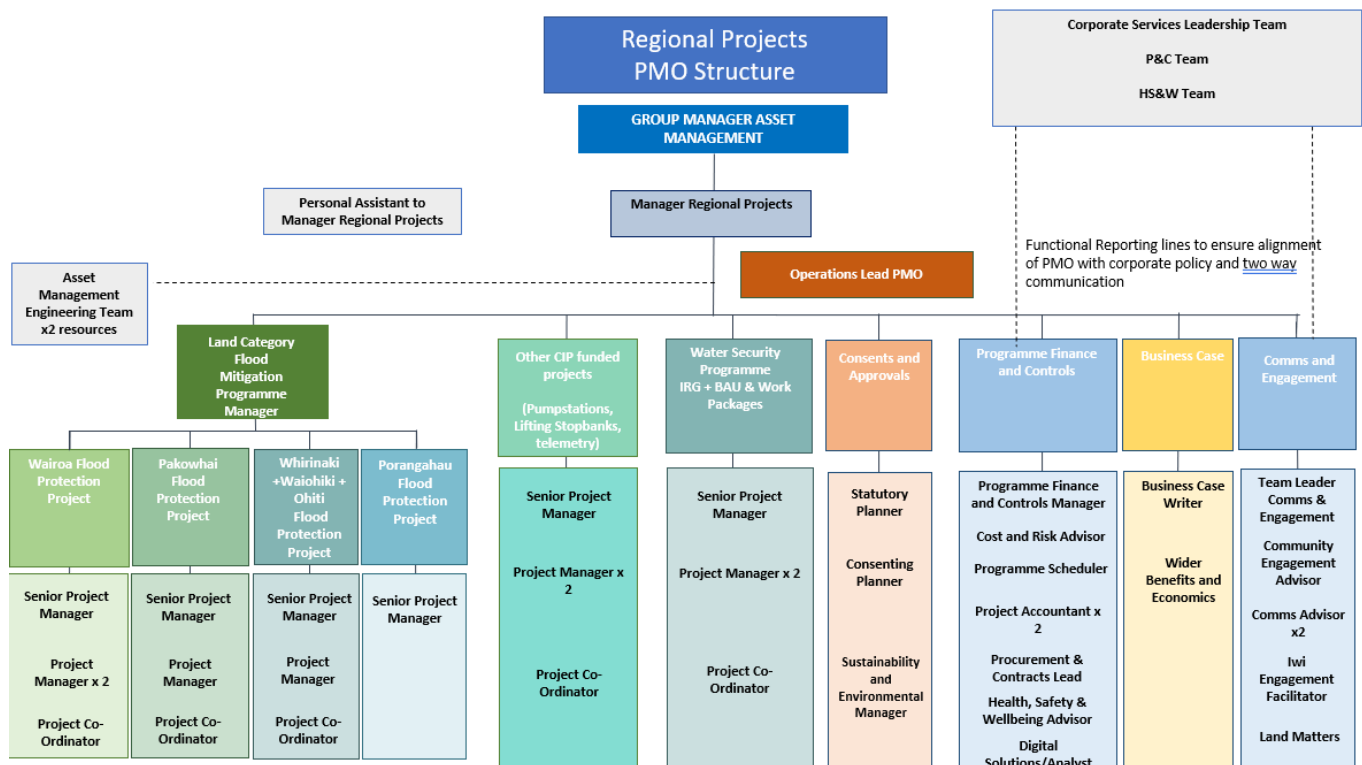
The primary function of this role is to provide high-quality, comprehensive assistance and administrative support to the Manager Regional Projects and administrative support to the wider project management team. This executive support will enable the Manager Regional Projects to undertake their role in an efficient and effective manner. The role will include the provision of confidential and quality secretarial and administrative support services, across a range of complex issues.

GROUP AND TEAM GOALS:

The Regional Projects team provides the following role and functions as part of the Asset Management Group:

- Provide a centre of expertise in capital project delivery
- Maintain and improve the project management framework
- Maintain and improve the project management information system linking with the corporate PMO
- Deliver portfolio of capital infrastructure projects with agreed timeframes and budget

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITIES

- Manage electronic diaries and review flagged tasks, exercising judgment about priorities and time management, making appointments and travel arrangements for the Manager, and wider team when required.
- Monitor email traffic to allow for rapid prioritisation of workflows and any subsequent response.
- Ensure that all telephone enquiries are taken and dealt with, within Council standards, taking messages, answering and/or redirecting queries as appropriate.
- Maintain an overview of critical due dates such as: fixed term contracts, secondments, supply contract renewals, project milestones.
- Maintain a current team register including team roles, secondments, Job descriptions and funding arrangements.
- Provide timely and accurate administrative services for the Manager and direct reports as required to support the efficient functioning of the team.
- Assist Manager with document management and file key documents as they are updated.
- Collate papers for meetings, prepare and circulate agendas, taking minutes and action points as required.
- Prepare reports within deadlines for Council and Committee agendas.
- Ensure that the confidentiality of documentation and information is maintained.
- Assist with event management as required, liaising with all parties to ensure a successful outcome.
- Administer relevant systems and procedures, including raising and delegating purchase orders and timesheets as required through TechOne.
- Set and maintain high standards and consistency in producing high quality work.
- Develop and maintain networks with wider management and staff.
- Inform the appropriate manager of issues which may affect the office.
- Maintain professional links with the wider community.
- Maintain a register of team professional development goals, and support staff with registrations, travel arrangements and budget administration.

- Ensure timely and appropriate information sharing occurs within HBRC avoiding any ‘surprises’ and offering solutions for any issues arising.
- Support and actively become involved in the implementation of the teams work plans and priorities.
- Provide effective customer service to internal and external clients seeking input from the team.
- Ensure contracts and contractors are managed in accordance with HBRC processes, ensuring satisfactory performance.
- Establish and maintain close working relationships with internal and external contacts including local Authorities, suppliers, consultants and contractors

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Elected Members
- Team Members
- HBRC Staff
- Councillors

External

- Government Agencies and Departments
- Local Authorities
- Iwi and Tangata Whenua Groups
- Local Government Authorities
- Consultants and Contractors
- Technical and Legal Professionals
- Members of our community
- Community Groups
- Rate payers
- Chief Executives
- Directors

COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved.
- Customers are satisfied with responses to written or verbal requests for information.

CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your Manager.
- Showing a strong team commitment, as indicated by peer feedback and your Manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.

- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.
- Comply with the COVID-19 Public Health Response (Vaccinations) Order 2021.

EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

PERSON SPECIFICATION

Minimum Qualifications and Experience required

- NCEA level 2 numeracy and literacy
- 5+ years' experience including working for a senior manager/executive in an environment where confidentiality, judgement and discretion are paramount.
- Demonstrated ability to deliver effective and efficient executive support.
- Experience of working within the local government sector would be beneficial
- Valid driver's licence required

Knowledge

The following indicates what would typically be expected for this role at a competent level:

- Proficiency in the preparation of meeting documentation, minute taking and meeting follow-up.
- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems
- Knowledge of financial reporting systems and requirements.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.

- Problem solving working knowledge
- In-depth understanding of the work and political environment of the Council, and the ability to identify how the role can contribute to achieving the Council's objectives.
- Efficiently prioritise multiple tasks and manage time to meet deadlines.
- Sound understanding of tikanga Māori and Māori values and an appreciation as to how they relate to Regional Council functions and plan and policy development.

Personal Attributes

- Ability to work autonomously
- Sound judgement and initiative
- Ability to appropriately manage confidential material.
- Ability to create harmony in a team.
- Ability to anticipate change, remain flexible and be innovative.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.

Awareness

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

CHANGES TO JOB DESCRIPTION

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.

Employee Signature

Date

Printed Name