

HAWKE'S BAY REGIONAL COUNCIL

Job Description

Position Title:	Executive Assistant Integrated Catchment Management Group		
Group/Section Details:	Group: Integrated Catchment Management Group		
Responsible to:	Group Manager ICM		
Responsible for:	N/A		
Salary Range:*	\$49,858 (85%)	\$58,656 Mid-Point	\$67,454 (115%)
<i>* Note: Progress above the Mid-Point is based on sustained individual performance.</i>			

Group Aims

The Integrated Catchment Management Group provides the following roles and functions as part of Council;

- The integration, coordination and delivery of Environmental Science, Environmental Information, Catchment Services (Biosecurity and Biodiversity) and Catchment Advice activities to achieve councils Long Term Plan (LTP) and Strategic Plan outcomes.
- To champion a council wide integration of activities to achieve Council's LTP and Strategic Plan outcomes.
- To promote and facilitate the integration of Council's activities with its partners and stakeholders to achieve both Council's LTP and Strategic Plan outcomes and aligned outcomes of Council's partners and stakeholders.

Role of Executive Assistant

The role of Executive Assistant is to provide executive support to Integrated Catchment Management Group Manager. Your role will require input which will relate to your relevant skills and experience but will also include activities that extend for individual professional development. Expectations will be regularly discussed with you, will be fair and reasonable and within the broad requirements outlined above.

Role Expectations

- Manage electronic diaries, exercising judgment about priorities and time management, making appointments and travel arrangements for the Manager.
- 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.
- Provide timely and accurate executive and administrative services for the Group Manager and direct reports as required to support the efficient functioning of the ICM Group.

POSITION TITLE: EXECUTIVE ASSISTANT ICM GROUP

- 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
- Manage, maintain and notate appropriate publications and set up and maintain agenda and daily filing systems as required
- Assist with event management as required, liaising with all parties to ensure a successful outcome.
- Provide administrative support to relevant committees and Council services.
- Administer relevant Systems and Procedures.
- Set and maintain high standards and consistency in producing high quality work.
- Well organised, able to prioritise multiple tasks and manage time to meet deadlines.
- The capacity to understand the work and political environment of the Council, and the ability to identify how the role can contribute to achieving the Council's objectives.
- Comfortable setting own work programme, can work with a minimum of supervision.
- Developing and maintaining networks with wider management and staff.
- Informing the appropriate manager of issues which may affect the office.
- Maintain professional links with the wider community.

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 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 others 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.
- Active involvement in decision making processes when the opportunity is made available.

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.
- Where appropriate, advise other organisations you are working with of the known risks in the work being undertaken.
- 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.
- Maintaining a clean and tidy workspace.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

Emergency Management

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.

Key Skills

Knowledge

- Demonstrated ability to deliver effective and efficient executive support.
- Experience in the preparation of meeting documentation, minute taking and meeting follow-up.

POSITION TITLE: EXECUTIVE ASSISTANT ICM GROUP

- High level of skills in Microsoft office suite.
- Ability to deal with confidential material.

Skills

- Very good organisational skills.
- Excellent people skills.
- Exceptional verbal and written communication skills.

Personal Attributes

- Proactive, methodical and intuitive.
- Ability to deal with confidential material.
- Ability to work under pressure.

HBRC's Vision, Purpose and Values

Our Vision: A healthy environment, a vibrant community and a prosperous economy.

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