

EXECUTIVE ASSISTANT JOB DESCRIPTION

HAWKE'S BAY REGIONAL COUNCIL

POSITION TITLE:	Executive Assistant		
GROUP:	Integrated Catchment Management	SECTION:	Integrated Catchment Management
REPORTS TO:	Group Manager		
RESPONSIBLE FOR:	N/A		
FAMILY:	OS7	GRADE:	11
DATE REVIEWED:	December 2020		

HBRC STRATEGY

Our Vision:

We want 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

Our Focus:

- **Water quality, safety and certainty** ~ *Kia kounga, kia haumarū, kia pumau te pai o te wai*
- **Smart. Sustainable land use** ~ *kia koi, kia ukauka te whakamahinga o te whenua*
- **Healthy and functioning biodiversity** ~ *kio ora, kia mahi tika te kanorau koiora*
- **Sustainable services and infrastructure** ~ *kia ukauka nga ratonga me nga hanganga -rohe*

POSITION SUMMARY

The role of Executive Assistant is to provide executive support to the 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.

GROUP AND TEAM GOALS:

The ICM Group is the largest Group in the Regional Council and includes environmental science, environmental information, catchment management, biodiversity and biosecurity. Integrated Catchment Management is a process which recognises that everything that happens within a catchment is linked. The aim is to integrate the Regional Council's activities and those of others working within the catchment to achieve overall outcomes.

This group acts as HBRC's primary vehicle for the delivery of beyond-regulatory activities within our regional catchments.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

- 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 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.
- 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.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team

External

- Consultants and contracts
- Government agencies and departments

- Elected members
- Team members
- Local authorities
- Technical and legal professional
- Iwi and other community groups
- Members of our community

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.

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 academic qualifications required

- NCEA level 2 numeracy and literacy
- Valid driver's licence required

Working Knowledge

- Demonstrated ability to deliver effective and efficient executive support.
- Experience in the preparation of meeting documentation, minute taking and meeting follow-up.
- High level of skills in Microsoft office suite.
- Ability to deal with confidential material.

Advanced knowledge

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

- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems Analytical skills.
- Ability to work autonomously

Personal Attributes

- Very good organisational skills.
- Exceptional verbal and written communication skills.
- 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.
- Proactive, methodical and intuitive.
- Ability to deal with confidential material.
- Ability to work under pressure.

Awareness

- Community, cultural and political awareness.

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