



SOUTHLAND
DISTRICT COUNCIL

POSITION DESCRIPTION

Committee Advisor

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Manager

- governance legal manager

Responsible for

- no staff responsibility

Purpose of the role

to provide high level pro-active, quality and comprehensive governance support services that effectively supports the Council, its Committees and Community Boards and the organisation in delivering their vision for their communities in compliance with the associated legislation



OUR VALUES

CREATING OPPORTUNITIES

Strive for continuous improvement

Embrace change, see it as an opportunity

Seek to learn

Question the status quo

TAKING OWNERSHIP

Deliver on promises

Do what you say

Walk the talk

Own mistakes and learn from them

Be up front

Do the right thing at the right time

Be solution focused

WORKING TOGETHER

Demonstrate honest, open and appropriate communication

Open to feedback

Actively listening

Courageous conversations

Respecting each other

Supporting

Treating fairly

Recognising needs

Building and maintaining relationships

Sharing knowledge and expertise

BEING PROUD TO BELONG

Have a sense of belonging to SDC and the community

Have enthusiasm for Southland

Wanting the best for Southland

Be proud of what you do and how you do it

OUR VISION & MISSION

One community offering endless opportunities.

Working together for a better Southland.



KEY RELATIONSHIPS

Who does the job holder work for or interact with?

Internal Relationships

- elected members
- mayor, chief executive and leadership team
- governance and democracy team
- community leadership team
- staff across the organisation

External Relationships

- residents in Southland District
- community groups
- staff from other agencies

KEY ACCOUNTABILITIES

The key responsibilities are provided as a guide only.

Performance measures for this job will need further discussion between the job holder and manager as part of the performance development process.

- work with the governance and legal manager and the team to provide a high-quality governance service, consistent processes and advice on governance matters for the organisation
- support elected members by providing advice on a range of governance issues
- provide Council, committees, sub-committees and community boards with high quality support services, helping to ensure informed, effective and robust decisions are made
- plan and deliver a yearly schedule of meetings
- organise, attend and take minutes whilst ensuring the smooth running of meetings and provide governance and procedural advice during meetings to the chair
- manage advertising and prepare and circulate all necessary information prior to meetings such as agendas, previous minutes and other information. Ensure that these are of a high standard and the quality of work is professional and error free
- ensure documentation is prepared and distributed within agreed or statutory timeframes
- ensure copies of agendas, minutes and key information is made available to those who require it, including providing information to the public via Council's website
- support the governance and legal manager by contributing to a variety of project work including triennial elections and representation reviews
- organise and co-ordinate citizenship ceremonies as and when required
- liaise with members of the public who are participating in hearings or presenting to council meetings
- work with the governance and legal team to monitor and review processes and systems and identify opportunities for innovation and continuous improvement including document management systems for producing agendas
- facilitate the development of a culture that encourages a "one team" organisational approach to customer service



A bumblebee is shown in profile, facing right, perched on a yellow flower. The background is a soft-focus green and yellow. A large, thick orange graphic element, resembling a stylized 'C' or a large bracket, curves from the top right towards the bottom right, partially framing the text and the bee.

ACCOUNTABILITIES **CONTINUED**

- build and maintain professional knowledge of best practice in governance support services, in order to continuously improve services
- provide user training and develop current systems (such as InfoCouncil) to ensure organisation wide adoption and optimisation of process improvement opportunities
- communicate key decisions to affected parties in an effective and efficient manner as appropriate
- enable, facilitate and ensure effective communication and strong working relationships at all levels of the organisation both internally and externally



ORGANISATIONAL ACCOUNTABILITIES

undertake other activities, duties or projects (including “internal projects”) as directed by your Manager/Group Manager in an efficient and effective manner

attend and participate in Emergency Operations training (CIMS) and contingency planning to prepare for an emergency management event and actively participating in training exercises

assist Council, as required, in managing a civil defence event, having due regard to the safety of your family

responsible for the safe management of Group activities and to support and enable the CEO and the Council as a PCBU to fulfil their duties under the law

champion, comply and promote the Council's health and safety systems, policies and procedures, current legislation, regulations and good practice ensuring you keep yourself, our Council and others safe

EDUCATION & QUALIFICATION

- experience in secretarial, administration or executive support
- demonstrated experience in minute taking
- local authority knowledge or previous Council experience is advantageous

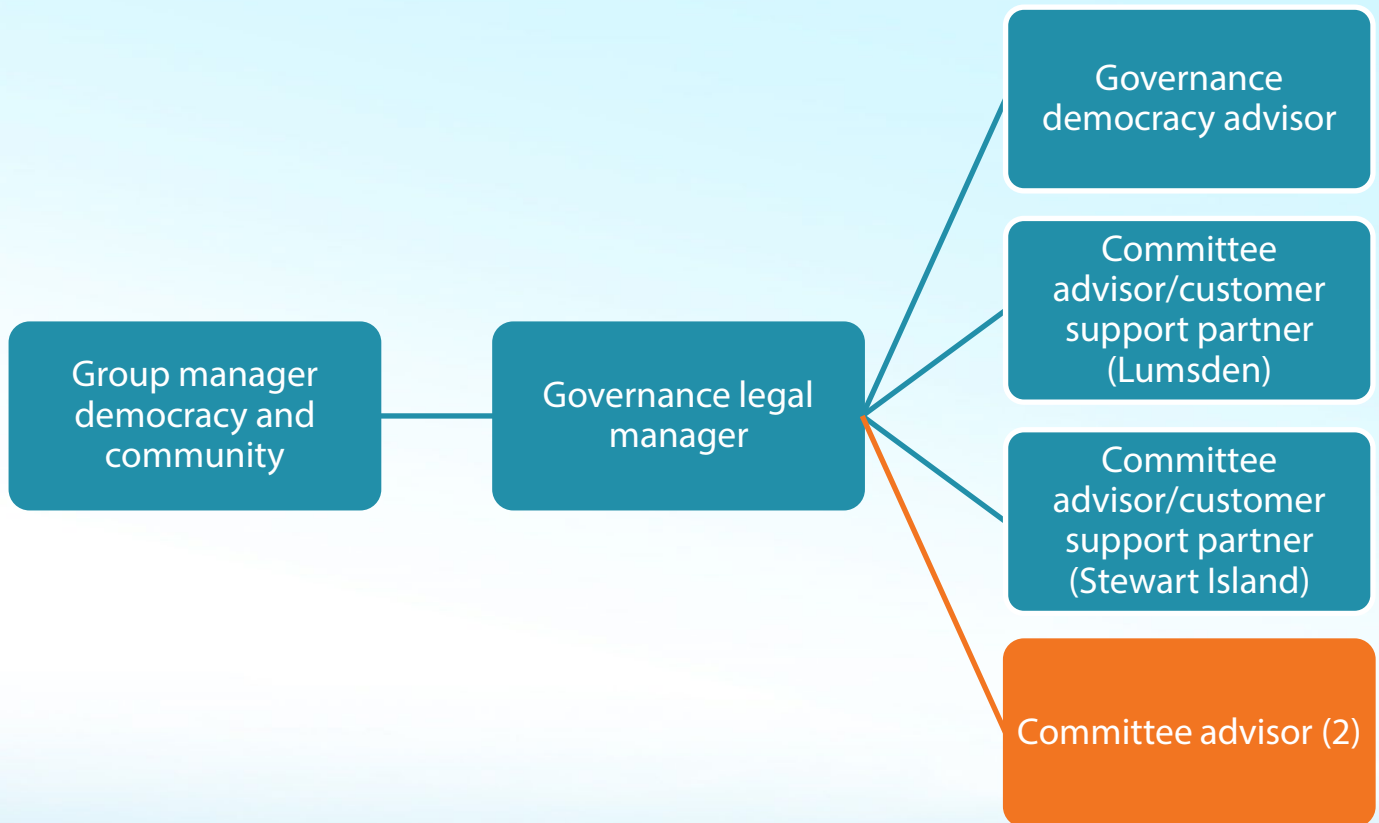
KNOWLEDGE EXPERIENCE & SKILLS

- high level interpersonal, written and oral communication skills, including being able to write reports
- ability to prioritise and maintain professionalism during periods of high workload
- a strong sense of judgement and political acumen
- works collaboratively with others to enhance and/or develop team performance and results
- methodical and process orientated approach to tasks / activities with a high level of attention to detail
- demonstrated experience in working within a Microsoft Office environment, a high degree of computer literacy and advanced keyboard skills. Experience in using an electronic records management system would be advantageous
- knowledge of and/or experience in interpreting legislation, in particular the Local Government Act and the Local Government Official Information and Meetings Act
- a broad understanding and perspective of the local government environment and service delivery
- takes responsibility and accountability for own actions and day to day decision-making
- demonstrated focus on providing a high level of customer service both internal and externally
- comfortable supporting and championing change whilst demonstrating resilience and the ability to be flexible and adaptable



STRUCTURE

Where does my role fit?



AGREED BY

JOB HOLDER: _____

CHIEF EXECUTIVE: _____

DATE: _____



LEADING THE WAY

