

## Governance Administrator

To support the effective operation of the Council, together with its Committees and Boards, through provision of its governance and administrative services.



ORGANISATION  
**VALUES**

-  We aspire to the highest standards
-  We trust each other to do the right thing
-  We act with courage and empathy
-  We facilitate solutions
-  We care for each other and the environment
-  The customer is at the centre of everything we do
-  We respect diversity which leads us to unity




**RANGITIKEI**  
DISTRICT COUNCIL

**He oranga Whenua,  
He oranga Tangata,  
He oranga Wairua.  
Tihei Mauriora!**

**If our Land is cared for,  
if People are looked after,  
if the Spirit is strong,  
we can build a  
better future for all.  
Let there be life!**

*Making this place home*

## Our expectations

As part of the Rangitikei District Council we want to work as a team to deliver the best outcomes for our district. We are building our organisational culture around the principles of delivering for our customers, our organisational values, working together, and focussing on outcomes rather than tasks.

That means we will:

- provide strong customer service to all our customers
- operate collaboratively as a total Council team, and
- deliver our services in a way that is best for the district (as opposed to best for the Council).

In short, we want you to think about what we are trying to achieve, and then work as a team to provide great services to the residents of our district.

Governance Administrator – that’s your primary role at Rangitikei District Council. But working with us is much more than simply completing the task – it’s about how you go about doing the task, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

We’re crafting a new way of working together here at Council. We think each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together as a group; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes.

Where appropriate, we want you to be part of cross organisational teams, to bring your solutions to the table, and to work with those teams to implement them.

## What you will do

- Collate, compile, distribute and load to website, agendas and order papers for all meetings of Council, its Committees and related bodies within agreed timeframes
- Attend and minute all meetings of Council, its Committees and related boards while supporting each chair to run effective meetings
- Provide advice on standing orders to ensure orderly conduct of meetings
- Maintain an up-to-date database of undertakings and resolutions, informing relevant staff of their responsibilities and confirming when actions have been completed
- Prepare summary reports of activities and main issues for a variety of Council and Community Committee's and Boards within agreed timeframes
- Maintain and communicate the schedule of meetings for Council and related boards
- Support the implementation and ongoing use of relevant technology, including infoCouncil
- Produce data reports of Councils "Requests for Service" system, with reports to management, Council and Audit as required
- Provide advice to report writers to ensure completeness

## What we all do

- Grow and develop resilient customer focussed staff, within a culture based on personal responsibility
- Provide a safe, flexible and supportive environment, where performance is recognised and success is celebrated
- Embrace training and professional development opportunities for continuing improvement
- Undertake Civil Defence Emergency Management responsibilities if required

## Our customer commitment

We strive to deliver excellent customer service by:

- Understanding and anticipating needs
- Dealing with enquiries promptly and fully
- Providing quality support and information
- Communicating changes to services in advance

We will:

- Welcome, listen and treat everyone respectfully
- Acknowledge and follow up all complaints and requests for service, and provide a timely response
- Seek feedback on the service received so we can continue to improve what we do

## Health and Safety

- Accurately and promptly report all accidents, incidents, near misses, hazards and risks by the end of the working day
- Keep yourself and others safe
- Adhere to all Council Health & Safety policies, procedures and guidelines

## What you will bring

- Sound knowledge of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987
- Sound knowledge of the local government sector
- Previous experience in working within a governance role
- Ability to take accurate minutes, identifying all actions



- Excellent customer service and communication skills
- Excellent problem solving skills
- Excellent ability to organise, prioritise and work effectively with a wide range of duties
- Excellent knowledge and competence in the use of the Microsoft Office suite
- High sense of maintaining confidentiality
- Ability to work effectively and efficiently and to set and meet appropriate standards and deadlines
- A strong team player with proven ability to work well with and interact successfully with other people
- Ability and willingness to learn and adapt to new technology and software in a continuously changing environment
- Ability to work after hours