

Governance Advisor

This is a stand-alone role that is responsible for leading Council's democracy function.

ORGANISATION
NGĀ POU | OUR VALUES

 **POU 1. Manaakitanga**
The customer is at the centre of everything we do.

 **POU 2. Rangatiratanga**
We aspire to the highest standards.

 **POU 3. Whakapono**
We strive to be trusting and trustworthy.

 **POU 4. Whanaungatanga**
We act with courage, respect, kindness and empathy.

 **POU 5. Kotahitanga**
We embrace diversity and strive to be inclusive.

 **POU 6. Aroha**
We believe in and encourage each other.

 **RANGITĪKEI**
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 Advisor – 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

- Manage the scheduling and notification (including statutory notification) of Council and committee meetings and ensure these are communicated to elected members, staff and the public as required.
- Manage councillor enquiries and governance communication channels.
- Lead the preparation and distribution of agendas, take minutes, draft reports, and lead all administration functions for Council and council committees.
- Collaborate with staff and elected members to ensure the effective and compliant delivery of meetings, agendas, minute taking occurs, and provide training on report writing and governance processes as required.
- Ensure the relationship between Council and Community Boards/Committees is maintained and improved.
- Maintain an up-to-date database of actions and resolutions, informing relevant staff of their responsibilities and confirming when actions have been completed.
- Provide advice on meeting procedures to governance members, relating to Standings Orders, Code of Conduct, the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.
- Manage Council grants and funding processes for funds that are distributed from Council to communities, including the Small Projects Fund.
- Manage governance-related contracts and systems (e.g. Infocouncil, BigTinCan).
- Assist with elections, induction processes and representation reviews as required.

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

- At least 5 years experience in the local government sector and/or experience in working within a governance role
- Sound knowledge of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987



- A high level of attention to detail, ability to take accurate minutes, organise and prioritise work effectively, and meet deadlines
- Excellent customer service and communication skills
- Excellent problem-solving skills
- Excellent knowledge and competence in the use of the Microsoft Office suite
- High sense of maintaining confidentiality
- A strong team player with proven ability to work well with and interact successfully with other people
- Resilient with the ability to be readily adaptable and flexible
- Ability and willingness to learn and adapt to new technology and software in a continuously changing environment
- Ability to work after hours