



Position Description

Position Title: Democracy Support Officer

Tenure/Hours: Permanent Full Time
8 hours per day, Monday to Friday
On call for emergency operations

Position Summary: To provide administrative support to the Manager – Democracy Services in providing secretarial and governance support services to the Council, its committees and Community Boards. The role supports the delivery of a range of governance related activities and projects across the Tararua District, ensuring the effective and efficient operation through excellent organisational skills, strong attention to detail, and the ability to efficiently manage administrative tasks.



COUNCIL MISSION

In partnership with tangata whenua and our communities, we will innovate and collaborate to enable a range of opportunities for the Tararua District.

Mā te mahi tahi mātou o kaunihera ki ngā tangata whenua, ka auaha aheinga mō tātou katoa o te rohe o Tamaki-nui-a-Rua



DISTRICT VISION

Vibrant, connected communities where our land and waters are nurtured and our people flourish.

Mā te whenua, mā te waiora tatou e ora ai hei hapori ngangahau hei hapori honohono hoki.

What you will do

- Prepare meeting agendas for Council, Committees and Community Board meetings following legal guidelines.
- Take minutes during assigned meetings and hearings, capturing accurate and concise records of proceedings. Although the role is based in Dannevirke, meetings are held throughout the Tararua District.
- Provide support for the District Licensing Committee meetings, hearings and writing up of decisions.
- Contribute to the coordination of Council workshops and briefings, including preparing agendas and note taking.
- Manage post-meeting actions, including the coordination and follow-up of assigned tasks to facilitate seamless workflow.
- Provide administrative support for various functions within Democracy Services, demonstrating flexibility and adaptability.
- Organise meeting rooms and set up necessary technology.
- Arrange catering for meetings as required.
- Deliver assistance and training to officers on the effective utilisation of the Council's meeting management tools for report writing and agenda inclusion.
- Support the Deputy Electoral Officer during local election processes. This involves being available to work after normal business hours during the election period, including election day Saturday.
- Maintain a comprehensive understanding of pertinent legislative requirements impacting the Council, Committee, and Community Boards' operations.
- Provide backup cover for the Manager – Democracy Services during periods of

their absence, ensuring continuity and efficiency.

What you will bring

Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- Organisational skills and time management.
- Ability to prioritise and achieve deadlines.
- High level of proficiency with MS office products and electronic document and records management software.
- High level of listening and writing skills.
- Ability to maintain a high level of confidentiality and build trust and confidence with elected members.
- Ability to participate as a member of the team with a collaborative working style, and maintain positive working relationships with other staff members and internal and external customers.
- Understanding and demonstrated ability to recognise the role of Te Tiriti o Waitangi and its application to local government.
- NCEA 1, 2, 3 qualifications or relevant experience.
- Current full driver's licence.

Desired

In addition to the required fields, there is also a number of competencies where a high level of knowledge or experience is desired, but can be developed while in the role:

- Experience in minute taking.
- Experience in the coordination and support of governance functions including working closely with elected members.
- Ability to give advice on meeting protocols, Council policies, practices and processes.

Our Values

PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

We will continue to evolve, leading our communities into a better future



What we all do

- Adhere to Council policies and procedures
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Uphold the principles of Te Tiriti o Waitangi, commit to our partnerships with mana whenua and increase our knowledge of te ao Māori, te reo Māori and tikanga Māori
- Act as an ambassador for our Council, living the council values
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position
- Undertake Performance Development tasks/responsibilities as identified in your Performance Development Plan.
- Participate in and undertake emergency management duties as required, including training
- Ensure all Council documents are filed in Council's Records Management System
- Participate and contribute to continuous improvement initiatives

Your reporting lines

Group Manager – Strategy and Community Wellbeing



Manager – Democracy Services



Democracy Support Officer

Additional Information

Delegations

Number of people reporting to the role	Nil
Financial delegation	As per Councils delegation register
Contract delegation	As per Councils delegation register
Statutory delegation	As per Councils delegation register

Role Acceptance

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

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Approved: (Manager/Supervisor)

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Date:

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Agreed: (Staff Member)

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Date: