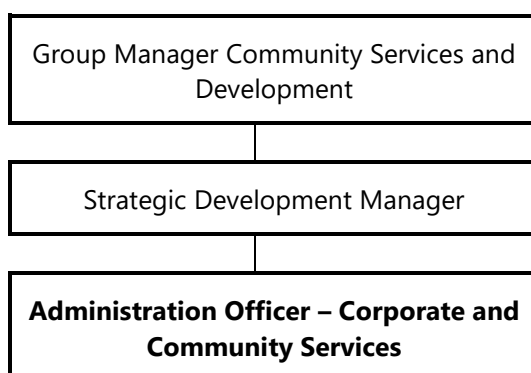


POSITION DESCRIPTION



Job Title	Administration Officer – Corporate and Community Services
Responsible to	Strategic Development Manager
Responsible for	Nil
Position purpose	<p>This role exists to:</p> <p><i>Support workforce development by providing administration support for information management, events, and projects.</i></p> <p><i>Support corporate services by providing administration and information management support.</i></p> <p><i>Support governance by providing event and executive meeting support.</i></p>
Date	March 2024

ORGANISATION CONTEXT



IMPORTANT FUNCTIONAL RELATIONSHIPS

External

Ōpōtiki District Council
 Industry, employers, employer groups and agencies
 Community leaders
 Education, training and service providers
 Central Government Agencies Job seekers, including rangatahi schools/students/community

Internal

All staff
 Elected members

Committees/Groups

Council
 Council committees and community boards

KEY RESULT AREAS

The position of **Administration Officer – Corporate and Community Services** encompasses the following functions or Key Result Areas:

Jobholder is accountable for	Jobholder is successful when
<p>Workforce Development – administration support</p> <ul style="list-style-type: none"> • maintenance of workforce development database and document management systems • management and upkeep of Mayors Taskforce for Jobs (MTFJ) Hubspot platform • management of Workforce Development email inbox and calendar including event co-ordination and Mayoral visits • creation and management of communication/promotional materials for workforce development activity, including <i>Workforce Matters Mahi Ora Ōpōtiki</i>. 	<ul style="list-style-type: none"> • MTFJ Hubspot data and outcomes are input in a timely manner to enable accurate reporting to committees and central government. • public-facing elements of the workforce development activity is kept up-to-date and relevant. • invoices, contracts and purchase orders are managed appropriately within allocated budgets. • emails and information documents are filed in appropriate locations, in a timely manner.
<p>Corporate Services – information and administration support</p> <ul style="list-style-type: none"> • inwards mail: where appropriate, digital, and physical mail is scanned, coded, filed and distributed on time. • outward mail is franked correctly. • support the EA to the CEO and Mayor with executive filing support. • support hand deliveries of mail and parcels where required. 	<ul style="list-style-type: none"> • mail reaches appropriate officers by agreed timeframes, outward mail is processed within agreed timeframes. • email is filed in the EDRMS and distributed in a timely manner. • service requests from Online Services are entered into the Contract Centre • filing is timely and meets corporate standards. • ensure equipment and consumables are maintained appropriately.
<p>Governance and Executive Leadership – administration support</p> <ul style="list-style-type: none"> • Council and committee meetings: room set-up including AV support, catering and beverages are arranged in a timely and professional manner. • Governance support: agendas and key documents are distributed to key personnel in a timely manner. • providing administration support to Executive Leadership Team. 	<ul style="list-style-type: none"> • Council and committee meetings run smoothly with none or minimal interruptions. • catering is managed appropriately within allocated budgets. • agendas, meeting papers and other related documents are collated, printed, and distributed to council and committee members in a timely manner. • where required, support is provided for arranging meetings, minute taking and managing diaries of Executive Leadership Team.
<p>Personal Development</p> <ul style="list-style-type: none"> • Developing and maintaining professional knowledges and contacts. • Ensuring the relationship with internal staff, elected members and the community is positive and constructive. 	<ul style="list-style-type: none"> • Training undertaken meets institutes professional development hours. • Attendance where opportunities present issues relevant to Local Government and the Council. • Maintaining register of development undertaken.

<p>Health and Safety</p> <ul style="list-style-type: none"> • Taking reasonable care to ensure the health and safety of yourself and others. • complying with Council policy, work practices and instructions and contributing to a safe and healthy work culture. 	<ul style="list-style-type: none"> • Events, near misses and injuries are reported in accordance with organisations requirements. • Engage in and promote health and safety in related work areas. • There is a culture of continuous improvement.
<p>Civil Defence</p> <ul style="list-style-type: none"> • undertake necessary training to ensure preparedness for emergency management. 	<ul style="list-style-type: none"> • Support is provided during an emergency.

Other duties expected of position holder:

Undertake any other duties and functions as may be requested of you by your Manager.

Note:

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

PERSON SPECIFICATION

Knowledge/experience

- Strong verbal and written communications skills.
- Judgement/problem solving skills.
- Good relationship management skills.
- Strong planning and organising skills.
- Able to remain calm under pressure.
- Advanced computer literacy, particularly in Microsoft Outlook, Word, PowerPoint, and Excel.
- Above average typing speed and minute recording experience.
- Appreciation of scheduling and diary management.
- Understanding and commitment to customer service.
- Ability to work independently and as part of a team.

Key job competencies

- Relevant administrative experience.
- Professional and courteous manner.
- High level of professionalism, honesty, integrity, and reliability.
- Able to produce written correspondence to a high standard.
- High level of computer literacy.
- High standard of interpersonal, oral and communication skills.

 Manager

 Date

 Position Holder

 Date