

Position Description

Position Title

Executive Assistant

Location

Rangiora Service Centre

Contract Type

Permanent

Date

July 2026



Department

Community & Recreation



Unit

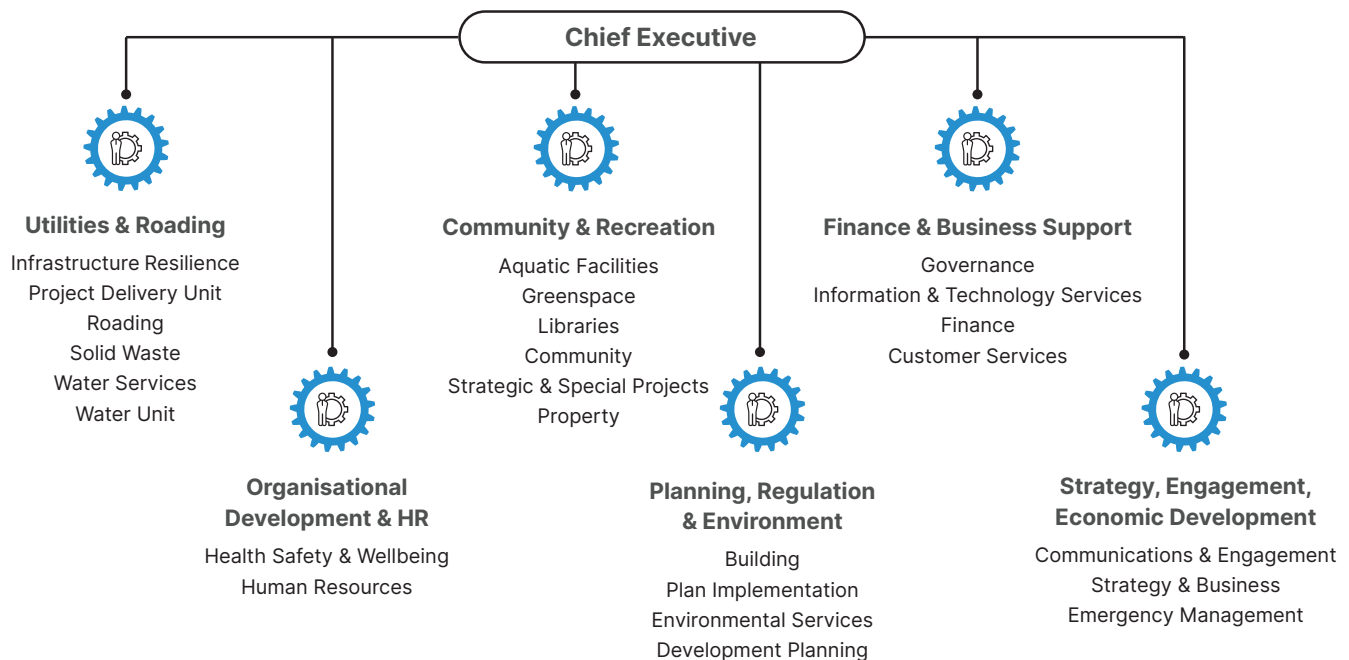
Management



Team

Executive Assistants

Organisation Context



Tā mātou mauri

Our principles

Our purpose	To make Waimakariri a great place to be, in partnership with our communities.		
Our vision	We are a respectful, progressive team delivering value for our customers.		
Our values	We will...		
	Act with integrity, honesty and trust		Keep you informed
	Do better every day	Take responsibility	Work with you and each other
Our customer promise	We will be professional, approachable and solutions-focused.		

Position Details

Purpose of Position

As an Executive Assistant, you will provide professional, confidential and proactive support to senior leaders, enabling them to focus on delivering organisational priorities and strategic outcomes. Working in a fast-paced environment, you will manage competing demands, build strong stakeholder relationships, coordinate key activities and ensure the smooth and efficient operation of the office. Success in this role requires exceptional organisation, sound judgement, discretion, initiative and a commitment to delivering outstanding service.

This role provides strong customer service to both internal and external stakeholders who interact with our senior leaders setting the tone of professionalism, standards of performance, collaboration and fostering cooperative relationships.

This role will actively demonstrate Tā Mātou Māuri principles, ensuring all outputs are of a high standard and set the standard for the organisation and a commitment to continuous improvement initiatives.

Key Relationships

Responsible to

Executive Assistant to Chief Executive

Responsible for

N/A

Internal

- General Manager(s)
- Unit Managers
- Chief Executive
- Executive Assistants
- All Waimakariri District Council Staff

External

- Elected Members, including the Mayor
- Te Ngāi Tūāhuriri Rūnanga
- Members of the Community
- Local Government agencies
- Other Councils

Is there an approved delegated authority for this role? ☒ Yes ☐ No

If yes, state limit for role \$: 2,000

If yes, is this role responsible for that budget? ☐ Yes ☒ No

Vetting Requirement (contact HR for further advice as required)

Under the NZ Police vetting criteria, thorough vetting is required to safeguard communities by assessing the backgrounds of individuals who work with vulnerable populations.

This role provides care/protection/education/training to vulnerable members of society such as children, young people, elderly and/or disabled. ☐ Yes ☒ No

If yes, does this role fall under the Childrens Act 2014? ☐ Yes ☐ No

If yes, this position has been identified as:

Vetting under the Children's Act 2014 is necessary to ensure the safety and well-being of children by thoroughly assessing individuals who work with them.

Key Result Areas

KPI (area of responsibility)

Understanding and proactively anticipating to the General Manager(s) needs to fulfil their duties and responsibilities by ensuring they use their time effectively (through diary and email management), are well prepared (preparing and reviewing papers, agendas and briefings) and well organised (operating to bring forward and advance planning systems).

Meeting management, including scheduling, arranging resources, travel arrangements, production and circulation of agendas, meeting notes and other key material.

Distribute and follow up on any meetings actions / outcomes.

Autonomously and independently respond to issues, enquiries and communications on behalf of the General Manager(s) as appropriate, including allocating to others for action, following up, and reviewing responses for relevance and accuracy.

Research, analysis, collate and prepare (draft) reports, advice and briefings on policy and operational matters to support informed decision making and planning.

Complete research and background summaries for enquiries or complaints; research and summarise new legislative requirements or changes.

Interface with Elected Members, Stakeholders, staff and members of the public to ensure that all concerns are dealt with and to facilitate a tone of professionalism, standards of performance, collaboration and fosters cooperative relationships.

Measure (successful when)

Face-to-face meetings are regularly held to share information and achieve mutual understanding of priorities.

Office management and time management strategies and practices are in place and effectiveness is evident.

General Manager(s) are well prepared and organised for meetings, appointments and priorities are managed to resolve diary conflicts.

Agendas are distributed to managers on time. Meeting notes are of a high quality, accurate and distributed in agreed time frames.

All arrangements associated with meetings are appropriate to ensure the meeting outcomes are achieved.

Emails and other forms of correspondence are actively managed to a high standard in a manner and time frame agreed with the General Manager(s).

Efficient systems and processes are in place to manage both paper and electronic documents.

Confidentiality is maintained.

Background information is obtained and summaries are prepared in a timely manner.

Responses to enquiries and complaints are provided in an appropriate manner and are consistent with Ta Matou Mauri.

All documentation is of a high quality, meets the Council standards and reaches target audiences.

All stakeholders are treated with respect and consistency by Council staff in a manner which meets or exceeds ratepayer and stakeholder expectations.

All correspondence is responded to in a timely manner, with clear expectations and agreed time frames communicated and met.

Key Result Areas Continued

KPI (area of responsibility)

Maintain effective electronic and record management systems enabling quick and effective access to information.

Continuously review operational processes and procedures to enhance services and create opportunities to encourage efficiencies.

Approve budget expenditures contained within the General Manager(s) budget and appropriate Council and Committees section of the Waimakariri District Accounts.

Responsible for financial delegation to \$2,000.

Project manage and participate in organisation-wide initiatives and projects.

Lead the coordination of team meetings, briefings and events.

Provide effective backup support to peer Executive Assistants during periods of leave, absence, peak workload, or other operational requirements, ensuring continuity of service with no significant disruption to business operations.

Carry out any additional duties and responsibilities as may be reasonably required as set and agreed by the General Manager(s) and line manager.

Collaborate effectively with peer Executive Assistants and staff, and other stakeholders to seek and share new opportunities for enhancing the support and advisory services provided.

Measure (successful when)

Relevant systems are set up and reviewed regularly to ensure they are fit for purpose.

Filing systems are up to date and maintained on a regular basis.

Processes are well documented and reviewed regularly to ensure best practice and customer service innovation is promoted.

All budget expenditure is approved within delegation and with probity in mind.

Maintain and work within agreed budget constraints ensuring correct coding and accounting procedures are followed.

Take ownership and supervise individual projects to an acceptable conclusion.

All meetings and events are delivered on time, with the relevant resources and with a level of service appropriate to the event.

The success and arrangement of meetings and events are reviewed on an ongoing basis to consider lessons learned, betterment options and efficiencies.

Continuity of Executive Assistant services is maintained during periods of leave, absence, or peak workload.

Support is provided to peer Executive Assistants in a timely, responsive, and collaborative manner.

Knowledge of key processes, systems, and responsibilities is shared effectively to minimise service disruption.

A degree of flexibility and adaptability demonstrated.

Projects and duties completed within agreed time frames.

Professional development goals are set and regularly reviewed and achieved.

Person Specification

Education/Qualifications

Minimum requirement for the role:

National Certificate Level 4

Trade/occupation-related certificate or equivalent (please specify)

Specifications and/or further information:

May hold a professional membership of an appropriate association.

Knowledge/Experience

Minimum requirement for the role:

4-5 years

Needs to draw on relevant longer-term experience specific to the job and work demands, acquired over time.

Further information:

Significant Executive Assistant experience supporting senior leaders in a large complex environment, with proven skills in managing competing priorities, maintaining confidentiality, delivering customer-focused services, and building effective relationships. Advanced Microsoft 365 skills and experience in governance, local government, or politically sensitive environments.

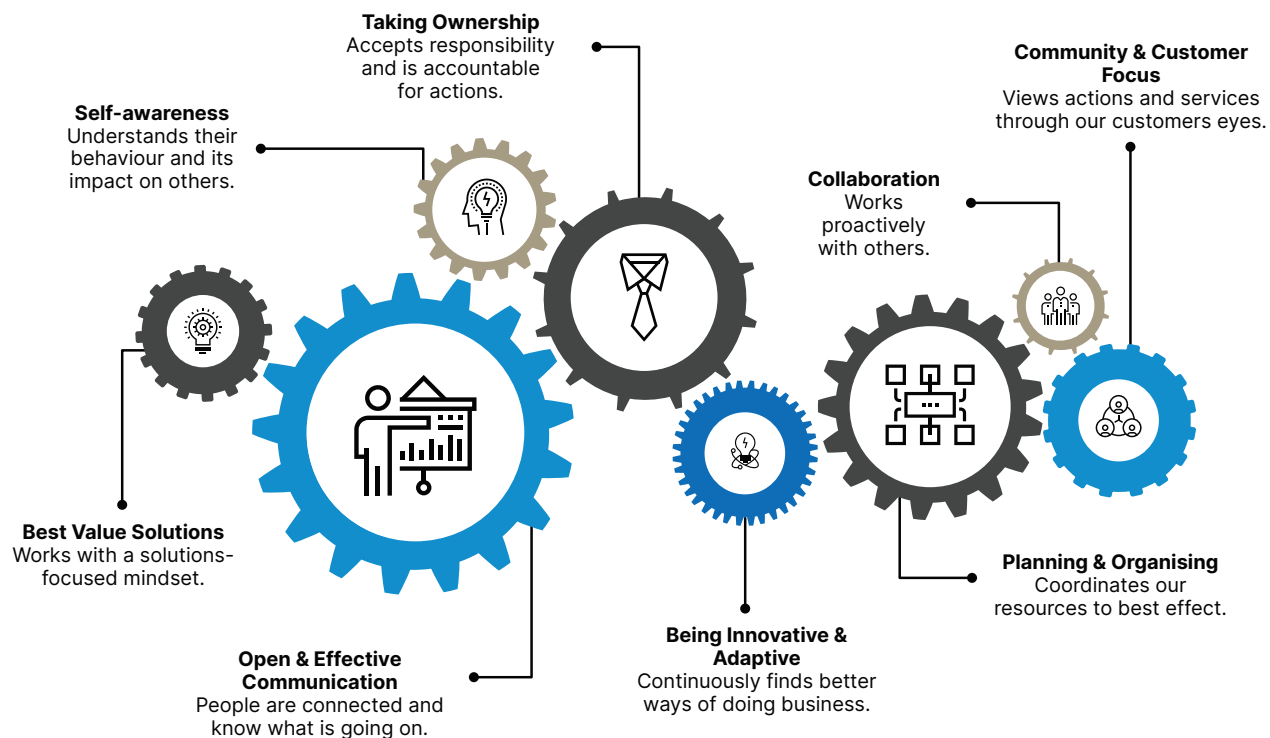
Attributes

Displays high levels of emotional intelligence, self-awareness and interpersonal skills.
Acts with honesty, integrity, trust and is others-centered.
Operates in a way that fosters commitment and passion and will inspire others to action.
A pragmatic and solution-focused approach to problem solving.
Discretion and an understanding of confidentiality issues.
The ability to work consistently and stably under pressure, while using initiative and meeting tight deadlines.
The ability to research, digest, analyse and present material clearly and concisely with a strong attention to detail.
Flexibility and adaptability to juggle a range of different tasks which may include work outside of core office hours.

Skills

Outstanding interpersonal relationship management skills and ability to work as part of a team.
Excellent literacy, numeracy, written and oral communication skills, including active listening skills.
Excellent judgment skills across a diverse range of office management and business functions
Excellent skills in project management, planning, organising and attention to detail
Lateral thinker and flexible problem-solving skills and the ability to work collaboratively with all levels across the organisation
Experience in minute taking, organisation and time management skills and related support activities
Advanced written and oral communication skills, including letter, report writing, newsletter, preparation and design.

Core Competencies



Key Requirements for all Council Staff

- ✓ Embrace principles contained in Tā Mātou Mauri, model the Council's values and continuously seek self-improvement regarding our core competencies.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in disaster recovery and business continuity planning.
- ✓ Take reasonable care for the health and safety of yourself and others at the WDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Ensure that proper account of tikanga Māori and the Treaty of Waitangi is taken in all activities.
- ✓ Maintain an effective partnership with mana whenua as provided for in our agreements and understandings between Council and Te Ngāi Tūāhuriri Rūnanga.

Amendments to Position Description

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.

Position Description approved by

Tennille Reid

Date

July 2026