

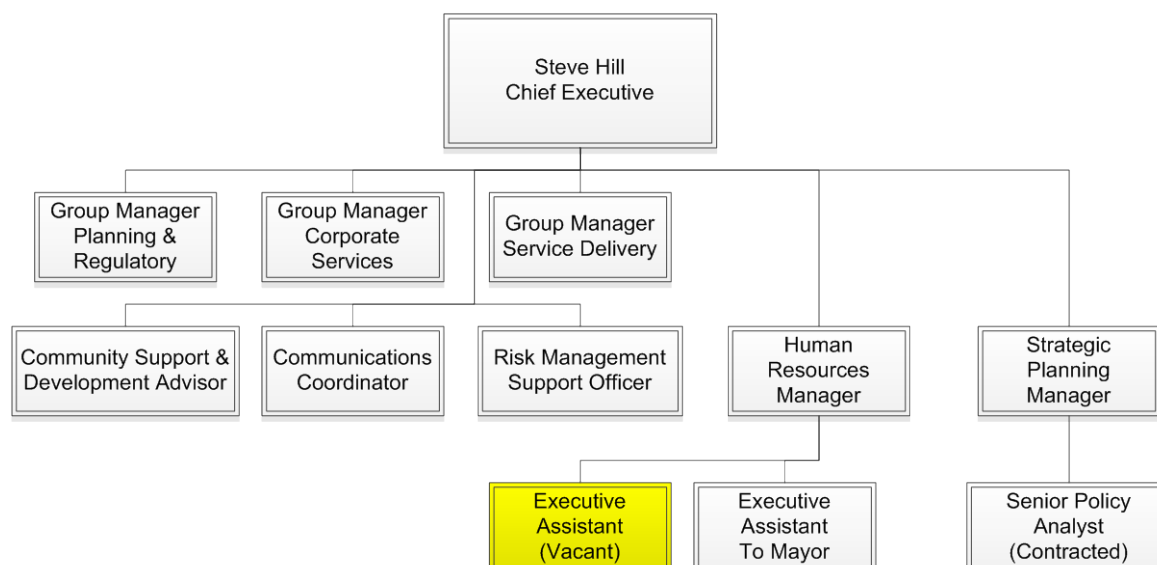
Vacancy Information

Job Title	Executive Assistant <p>We're looking for someone to act as our Chief Executive's personal assistant and provide administration help to the Human Resources Manager.</p> <p>This is a job that may challenge you, may be different each day while requiring you to be organized and a self-starter. You'll need to be the soul of discretion, highly ethical and have a focus on customer service. A proven, relevant work history is also necessary plus full driver's licence and advanced IT skills, particularly with the Microsoft suite.</p> <p>This is a vital role at the Clutha District Council. We're a progressive organisation with a small, friendly team and if you have the attitude, acumen and relevant experience to fit this job, we'd love to hear from you.</p>
For confidential enquiries	Please contact Valerie Bell, Human Resources Manager on 03 4190236 or valerie.bell@cluthadc.govt.nz
Vacancy closes	8.30 am, Monday 23 September 2019
Included in this information pack	Job Description Clutha District Council Application for Employment Form
To apply	Please complete our application for employment form and return to us, preferably by email, accompanied by your CV and covering letter. An incomplete application is not likely to lead to success.
Send applications to	Email vacancy@cluthadc.govt.nz Emailed applications must be in either Microsoft Word format or PDF. Or post to Vacancy, Clutha District Council P O Box 25 Balclutha 9240
Website	You may wish to visit our website www.cluthadc.govt.nz for information about the Clutha District and this council.
Vacancy Process	<ul style="list-style-type: none">• All applicants must be legally entitled to work in New Zealand.• All applications will be acknowledged to the email address provided in your application (preferred method) or posted if email not included.• Your application will be treated confidentially. Only staff that are involved in the recruitment process will view the information you provide in your application.• After the closing date, relevant staff will shortlist the applicants for the interview process.• Those applicants selected for interview will be contacted by us to arrange a date/time.• If you are selected for an interview, be prepared to sign a police vetting form authorizing the Clutha District Council to seek a police report on you.• We will notify unsuccessful applicants at an appropriate stage of the recruitment process. We are not obliged to provide a reason why you were not successful with your application.

Job Description

Job Title	Executive Assistant
Date	September 2019
Mfiles id	237564
Group/Department	Chief Executive's Department
Location	Based at the offices of the Clutha District Council, 1 Rosebank Terrace, Balclutha with possible occasional work at other Council premises and activities within and around the Clutha District
Employment Period	Permanent
Hours of Work	Full Time (minimum 37.5 hours/week).
Responsible to	Human Resources Manager
Responsible for	No staff report to this position
Job Summary and Purpose	To act as Executive Assistant to the Chief Executive To provide administrative support to the Human Resources function of Council

ORGANISATIONAL CONTEXT



KEY RESULT AREAS

- Executive Assistant to the Chief Executive.
- Human Resources administrative support.
- Chief Executive's Department administration support.

Job Holder Is Accountable For	Performance Standard
KEY RESULT AREA – Executive Assistant to the Chief Executive.	Measures
<ul style="list-style-type: none"> • Screen telephone calls, letters and visitors • Administer the Chief Executive's correspondence. Draft replies on behalf or in consultation with the Chief Executive. Coordinate responses from other Council managers and staff. • Draft reports, memos and other documents, often involving confidential material, on behalf of the Chief Executive • Research, answer questions and furnish information on behalf of the Chief Executive. Locate and assemble relevant data from the files and compile statistics and information as required • Administer the Chief Executive's appointment diary, schedule appointments and make travel arrangements. • Organisation of meetings and functions as and when required for the Chief Executive. • Attend Executive Management Team meetings 	<ul style="list-style-type: none"> • High level of accuracy. • Absolute confidentiality is maintained • Tasks completed on time and to the satisfaction of the Chief Executive • Responses are made in a timely fashion for and on behalf of the Chief Executive • The Chief Executive has an achievable schedule • The Chief Executive's email responses and filing are up to date. • Minute (if required) Executive Management Team meetings • The unexpected is accepted calmly with good judgement and appropriate action.

Job Holder Is Accountable For	Performance Standard
KEY RESULT AREA – HR administrative support.	Measures
<ul style="list-style-type: none"> • Provide support to the Human Resources Manager by assisting with functions such as : <ul style="list-style-type: none"> ➢ Administration of the recruitment process including advertising, scheduling interviews, correspondence, and employment offers. ➢ Conducting occasional job interviews ➢ Employee induction ➢ Job description reviews ➢ Organisational Training and Development ➢ Performance reviews ➢ Employment relations ➢ Researching employment legislation ➢ HR Policy ➢ Vision testing and other employee wellbeing processes ➢ Staff Communications ➢ Remuneration administration ➢ Filing and maintaining various HR records and registers ➢ Various HR projects and events as they arise, eg, all of organisation events, employee engagement surveys, implementing new initiatives. 	<ul style="list-style-type: none"> • High level of accuracy. • Absolute confidentiality is maintained • Tasks completed on time and to the satisfaction of the HR Manager • Awareness of employment legislation is maintained • The unexpected is accepted calmly with good judgement and appropriate action.

Job Holder Is Accountable For	Performance Standard
Key Result Area – Chief Executive's Department administration support.	Measures
<ul style="list-style-type: none"> Provide support to Chief Executive Department staff including: <ul style="list-style-type: none"> ➢ Correspondence, reports, filing, website and intranet, social media and other clerical tasks ➢ Administration of finance functions such as departmental purchases and credit card management. ➢ Preparation and distribution of Council and other meeting agendas and assistance with post-meeting administration, filing etc 	<ul style="list-style-type: none"> High level of accuracy Tasks completed on time and to the satisfaction of the requesting Chief Executive Department staff member. Agendas are coordinated and distributed to required timeframes
<ul style="list-style-type: none"> ➢ Administration and maintenance of the Clutha District Council Community Directory, a website list of organisations and clubs in the Clutha District. 	<ul style="list-style-type: none"> Organisations are canvassed annually for updates and changes are loaded to website as they are received.
<ul style="list-style-type: none"> ➢ Support for Council's consultative submission processes. 	

Note that 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 development process.

Work Complexity

Most challenging duties typically undertaken or most complex problems solved:
<ul style="list-style-type: none"> Advanced skills in research, analysis, collaboration, networking, assessment, and project management Developing an HR process, for example staff induction. Managing competing priorities for the Chief Executive's schedule. Drafting and responding on behalf of the Chief Executive for customer issues

Financial Responsibilities

The job holder does not control a budget.	
Maximum delegated expenditure that may be spent without reference to manager	\$5,000

Delegated authorities are in accordance with the Clutha District Council Delegations Manual, which may be amended from time to time by the Clutha District Council.

Person Specification

Technical/Professional Qualifications/Experience	
Essential	Desirable
<ul style="list-style-type: none"> 3-5 years in executive assistant or similar administrative role. 	<ul style="list-style-type: none"> Relevant tertiary qualification. Previous experience minute taking and other administrative duties.
<ul style="list-style-type: none"> High level of computer literacy and keyboard skills. Excellent Microsoft Office suite skills, particularly Word and Outlook. Experience in Adobe Creative Suite. Competence in Excel and ability to quickly learn computer applications. 	<ul style="list-style-type: none"> Ability to produce a final product with a high level of accuracy.
<ul style="list-style-type: none"> Proficient written skills and attention to detail. 	
<ul style="list-style-type: none"> Full Driver's Licence. 	

Knowledge/Skills and Attributes	
Essential	Desirable
<ul style="list-style-type: none"> Ability to maintain confidentiality. 	
<ul style="list-style-type: none"> A friendly, helpful attitude. 	
<ul style="list-style-type: none"> Possess and exercise good judgement and identify appropriate behaviour and actions. 	
<ul style="list-style-type: none"> Excellent organisational skills. 	
<ul style="list-style-type: none"> Organise and prioritise workloads to meet targets and work to deadlines yet able to accept and manage the unexpected. 	
<ul style="list-style-type: none"> Liaise effectively and efficiently with others and deal courteously with everyone. 	
<ul style="list-style-type: none"> Work independently and use initiative. 	
<ul style="list-style-type: none"> Ability to build positive working relationships. 	
<ul style="list-style-type: none"> Enthusiastic and self-motivated. 	
<ul style="list-style-type: none"> Well-groomed and present a professional image. 	
<ul style="list-style-type: none"> Patient and adaptable and able to cope with a variety of situations. 	

Key Relationships

External	Purpose of contact with this person/s
<ul style="list-style-type: none"> Government and non government agencies Other territorial local authorities and regional councils Tangata Whenua/Iwi Stakeholders/customers Ratepayers and residents Service Providers Community groups and organisations 	<ul style="list-style-type: none"> To obtain and provide information. To build reciprocal relationships, sharing of information and good practice.
Internal	Purpose of contact with this person/s
<ul style="list-style-type: none"> Council and community board members Chief Executive Management Team Service Delivery Group Strategy and Planning Team All managers and staff 	<ul style="list-style-type: none"> Provide information and support, as required.

Our Place Our Values

- It's a place where they know their jobs, they help me understand, they help me through the steps, and they help me achieve what I want.
- It's a place where they say "how can I help?" Where if they do say no, I feel they have listened to me and their reasons make sense.
- It's a place where I know when I make a service request, something is done and when they say they will do something, they do it.
- It's a place where it is easy to do my business, they action matters quickly, I can get hold of them, I trust them and respect them.
- It's a place where improvements are constantly made, mistakes trigger learnings, and innovation occurs, they have the "bread and butter" right but they are always looking ahead.
- It's a place where staff enjoy their jobs, are challenged and have development opportunities. It's a fun place to work, a safe place to work, and the staff respect each other.
- It's a place that lives and breathes "public service". They are proud of working for Council and they are excellent at what they do.

Health and Safety

- All employees have a responsibility to work towards keeping a safe and healthy work environment by practicing safe work methods, identifying work place hazards and using appropriate safety equipment.
- Managers are responsible for implementing and promoting the management responsibilities as described in any Clutha District Council Health and Safety plans, policies and processes.

Council Information

- All employees must actively demonstrate commitment to the various management systems and processes that are adopted and used by the Clutha District Council, for example the Electronic Document Records Management System (EDRMS), accounting systems etc.

Emergency Response

Under the Civil Defence Act 2002, all territorial local authorities (TLA's) are required to have trained staff ready to respond to civil defence emergencies at a local level. You may be required to provide additional support to the Planning and Regulatory Services Group due to many administration staff being required to fulfil civil defence roles, before, during and after an event or exercise.

Application for employment

Clutha
District Council



CONFIDENTIAL

PRIVACY ACT PROVISIONS:

The information you provide on this application for employment will be collected and held by the Clutha District Council. This is collected for the purpose of assessing your suitability for employment by the Clutha District Council, which may include subsequent changes in employment within the Council, and to meet Council's information requirements as a potential employer.

You have a right of access to personal information held by the Council and may seek correction of such information to ensure accuracy.

NOTE: All questions must be answered; either in the space provided in the following form, or in your accompanying curriculum vitae. A covering letter is a useful addition to your application.

Please do not bind your CV or use a bulky presentation folder. A simple paper clip or staple is acceptable. CV's will not be returned, so please do not include original documents.

1. Position Applied for:		
2. How did you become aware of the vacancy?		
3. Personal Information		
Family name:		
First names:		Preferred name: <input type="text"/>
If you are known by other names, please record them here: <input type="text"/>		
Title if desired (optional): <input type="text"/>		
Residential address:	<input type="text"/>	
Mailing address:	<input type="text"/>	
		Post Code: <input type="text"/>
Mobile phone:	<input type="text"/>	<input type="text"/>
Work Phone:	<input type="text"/>	After hours phone: <input type="text"/>
Email:	<input type="text"/>	
4. If your application is accepted, when could you commence employment?		

5. Health and General Information	
Do you suffer from an illness/disability which would be aggravated or made worse by performing the job you have applied for?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you on medication which would affect your performance in the job you have applied for?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you had an injury or medical condition caused by gradual process, disease or infection - e.g. hearing loss, sensitivity to chemicals, repetitive strain injury, which the tasks of this job may aggravate/contribute to?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, please give details on all the above: <input type="text"/>	
Do you smoke?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a current drivers licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what class? <input type="text"/>	
Are you awaiting hearing of any charges for driving offences?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a criminal offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<small>(This does not include convictions that are subject to the clean slate scheme of the Criminal Records (Clean Slate Act 2004). Applicants may be asked to sign a police vetting form authorizing the Clutha District Council to seek a police report on them.</small>	
If yes, please give brief details: <input type="text"/>	
Do you intend to engage in other paid work whilst employed in this position?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give brief details: <input type="text"/>	
Are you prepared to abide by Health and Safety regulations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you hold a current "At Work" First Aid Certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any commitments which may prevent you from attending your place of employment during ordinary hours of work or affect your ability for out-of-hours work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give brief details: <input type="text"/>	
Have you previously been employed by Clutha District Council?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give date of last year employed and name employed under: <input type="text"/>	
6. Are you legally entitled to work in New Zealand?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please confirm your status:	
I am a New Zealand Citizen <input type="checkbox"/> I am a permanent resident of NZ <input type="checkbox"/> NZ work or other visa <input type="checkbox"/>	
If your application for employment is successful and your legal ability to work in New Zealand is governed by residency or a work or other visa, you shall be required to provide evidence before any employment can commence.	
Do you consent for us to check your legal work status through Visa View, NZ Immigration's online checking tool. Please provide your passport nationality and number for this check.	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Passport Nationality and Number: <input type="text"/>	NZ Visa Number: <input type="text"/>

7. Referees			
Do you agree to enquiries being made as to other matters relating to your suitability for employment, and the accuracy of information, contained in this application form?			
	Y	N	Comments
Most recent employer	<input type="checkbox"/>	<input type="checkbox"/>	
Past employer	<input type="checkbox"/>	<input type="checkbox"/>	
Other persons	<input type="checkbox"/>	<input type="checkbox"/>	
Please give details of referees who you authorise us to contact. Two work related and one personal			
Name:	<input type="text"/>		Occupation/position: <input type="text"/>
Address:	<input type="text"/>		Phone: <input type="text"/>
Name:	<input type="text"/>		Occupation/position: <input type="text"/>
Address:	<input type="text"/>		Phone: <input type="text"/>
Name:	<input type="text"/>		Occupation/position: <input type="text"/>
Address:	<input type="text"/>		Phone: <input type="text"/>
8. Attach curriculum vitae			
Please return this application form accompanied by your curriculum vitae containing the following information:			
Education/Qualifications:			
<ul style="list-style-type: none"> Name of educational institutions attended (secondary and tertiary level only), qualifications or standard of achievement and year gained Details of relevant post qualification training Other qualifications or certificates you consider relevant, showing dates gained Membership of relevant professional associations and offices held 			
Employment history			
<ul style="list-style-type: none"> Details of most recently held position, including employer's name, address, position held, length of time in that position, number of staff responsible for, position reported to and key tasks Details of other employment, starting with the most recent position, including employer's name and address, position held and nature of work, time in that position and reason for leaving 			
Work experience relevant to position			
<ul style="list-style-type: none"> Include job experience you consider would support your application for this position 			
Spare time interests and experience			
<ul style="list-style-type: none"> Include details of general recreational and community activities you are involved in. 			
9. Declaration			
I, <input type="text"/> (print full name) declare that to the best of my knowledge, the answers to the questions in this application are correct. I understand that if any false information is given or any material fact suppressed, I may not be accepted, or if I am employed, I may be dismissed.			
Signature:	<input type="text"/>		Date: <input type="text"/>