

CENTRAL OTAGO DISTRICT COUNCIL

JOB DESCRIPTION

POSITION:	Digital Assistant (Fixed term)
TEAM:	Information Services Team
REPORTS TO:	Information Services Manager
LOCATION:	Alexandra

PRIMARY OBJECTIVE

To undertake a short-term contract for Information Services first level support, administration, and basic information and records management duties.

OVERVIEW AND PRINCIPAL RESPONSIBILITIES

Information Services looks after 3 support areas within Council:

- Business Information Systems
- Information and Records Management
- Information and Communication Technology

Information Services is seeking someone with an interest in information and digital technologies, in particular information and records management, and information and communication technology. We have several pieces of work we need assistance with, including but not limited to:

1. Re-organisation of inactive paper records and archives, cataloguing, disposition/destruction, digitisation, and various other duties related to information and records management
2. Assistance with digital technology related tasks and projects and various other duties related to information and communication technology management
3. Assistance with and / or undertake other tasks or projects for Information Services as allocated
4. Taking responsibility for the personal well-being and health management within the workplace. Be responsible for Health and Safety requirements as per Council's Health and Safety Manual.
5. Respecting the confidential nature of the work associated with Council
6. Any other duties as requested by the Information Services Manager

KEY RESULT AREAS

Key result areas have been identified to assist in formulating performance objectives. The duties of the position are being carried out to a satisfactory standard when:

1. Tasks are completed efficiently, on time and to the required standards.
2. Assigned projects are completed within the timeframes specified and are accurate.
3. All other duties are carried out promptly and efficiently as requested by the Information Services Manager.

DELEGATIONS

Makes decisions within the authority delegated by the Information Services Manager.

RELATIONSHIPS

External
Public

Internal
Information Services Manager
Information Services Team
Activity Managers
Staff

PERSONAL QUALITIES AND QUALIFICATIONS

Experience/Knowledge

- Completed Year 12 at High School
- Computer skills
- Administration skills
- Preferred – Drivers licence

Specific Skills

- Excellent communication – written and oral
- Ability to work with a minimum of supervision
- Interest in information and records management
- Interest in information and communication technology

Personal Qualities

- Conscientious and tidy
- Motivated
- Honest
- Friendly and pleasant
- Willingness to learn
- Sense of humour
- Team player

CORPORATE VALUES PROPOSITION



OUR WAY

COURAGE TO BE THE BEST IN EVERY WAY EVERY DAY

What we mean

COURAGE is demonstrated strength, commitment and desire by you and the team

BEST is better than good, the best you and we can be; effective, efficient and responsible

EVERY WAY is everything you and we do, say and deliver

EVERY DAY is all of the time, on the good days and through the tougher times



OUR WAY IS
Epic Customer Experience
Clear Expectations of the Individual
Amazing Organisational Performance
Clear Sense of One Team and a Shared Purpose