

CENTRAL OTAGO DISTRICT COUNCIL

JOB DESCRIPTION

POSITION : **Executive Assistant – CEO**

REPORTS TO : Chief Executive Officer

LOCATION : Alexandra

DESCRIPTION

The Executive Assistant is responsible for providing all aspects of executive support to the Chief Executive Officer.

POSITION OBJECTIVE

To support the Chief Executive Officer's effectiveness by providing high-level administrative support in all facets of their work role.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Be the first point of contact for the Chief Executive Officer for all external persons including those calling into the office, calling via the phone, communicating via emails and all other external correspondence.
2. Prepare high quality, accurate and timely documents, reports, presentations and information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text and data as required.
3. Maintain confidentiality, use discretion, use information appropriately and behave in a manner that is appropriate to the role.
4. Assist with the delivery of Council's strategic and corporate documents including content development, community engagement and consultation processes, submissions, associated reports, relevant correspondence and design of supporting systems and procedures.
5. Conserve the Chief Executive's time by reading, researching and routing correspondence; drafting letters and documents; collecting and analysing information and initiating responses.
6. Manage the Chief Executive's diary and appointment schedule by planning and scheduling commitments including meetings, conferences, teleconferences, and travel.
7. Represent the Chief Executive by attending meetings in their absence.

8. Deliver outstanding customer service, including management of confidential matters.
9. Be proficient in using Microsoft Word, Excel and PowerPoint.
10. Assist with budget related matters.
11. Provide information management services by developing and utilising filing and retrieval systems and recording aspects of operations and decision making as file notes and records of meetings.
12. Other duties as required and directed by the Chief Executive.

KEY RESULT AREAS

The requirements of the position will have been met when the Chief Executive Officer is able to devote the majority of their time to the higher level duties associated with their position because the assistance provided by the Executive Assistant allows them to do so. To achieve this the Executive Assistance will:

1. Undertake principle duties in a professional, efficient and productive manner, maintaining a pleasant, positive disposition.
2. Manage correspondence professionally in a timely and efficient manner ensuring responses are factual, relevant, and delivered in the appropriate tone, displaying empathy and understanding of the issues.
3. Prepare and distribute reports within the accepted organisational and statutory timeframes.
4. Ensure that all duties identified in the key tasks are carried out to the satisfaction of the Chief Executive Officer.

DELEGATIONS

1. Makes decisions within the authority delegated by the Chief Executive Officer.
2. Responsibly manage approved delegated authority as per the delegations register.

RELATIONSHIPS

External

Public
Consultants

Internal

Chief Executive Officer
Executive Team
Governance Manager
Executive Assistants
Executive Team
Council Staff
Elected Members

PERSONAL QUALITIES AND QUALIFICATIONS

Knowledge and Qualifications

- Diploma or Certificate in Administration (or similar) or equivalent work place experience in a similar role of five years' plus
- Understanding of the Local Government environment – desirable
- General understanding of accounting and budgeting practises
- Knowledge of website etiquette
- Database experience
- Driver's License

Experience and Abilities

- Extensive experience with Microsoft Office (Word, Excel, PowerPoint, Publisher) – advanced user status
- Previous experience in a fast paced, multi-faceted work environment
- Demonstrated ability to think strategically, and work on a number of tasks simultaneously
- Demonstrated ability to influence outcomes, build good working relationships with others and deliver quality customer experiences

Personal Qualities

- Honesty and integrity
- Good communicator
- Fun
- Initiative to contribute solutions
- Service orientated
- Conscientious, tidy and punctual
- Well presented, professional image with high standards of personal grooming
- Sense of humour, friendly and pleasant with a positive attitude
- Self-motivated and self-managing, able to work with a minimum of supervision
- Ability to promote the desired image of the Central Otago District Council through all actions

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