



**Tauranga** City

## Job description

<b>Title</b>	Executive Assistant
<b>Number</b>	[Position number]
<b>Group</b>	
<b>Division</b>	
<b>Reports to</b>	General Manger
<b>Direct reports</b>	3x Group Administrators
<b>Date</b>	July 2025

### Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

### Job purpose

The Executive Assistant provides high-quality executive support, administrative leadership, project coordination, and procurement oversight to the assigned General Manager and related work groups. This role ensures efficient systems, financial and purchasing governance, stakeholder engagement, and continuous process improvements. The Executive Assistant leads their assigned administration team to ensure transparency, compliance, and value for money in all processes.

### Key outcomes

<b>Executive Support and Coordination</b>	<ul style="list-style-type: none"><li>• Provide high-level administrative assistance, ensuring efficiency and proactive support</li><li>• Oversee document preparation, report writing, and information management, ensuring clarity and accuracy</li><li>• Ensure effective calendar management and scheduling to optimise workflow and priorities</li></ul>
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	<ul style="list-style-type: none"> <li>• Lead travel coordination, including bookings, accommodations, and itinerary planning</li> <li>• Support event planning, ensuring seamless execution of functions and stakeholder engagements</li> <li>• Oversee word processing and minute-taking, ensuring records are well-documented and actionable</li> <li>• Manage data entry and database integrity, ensuring compliance with best practices</li> </ul>
<b>Administration Leadership and Team Management</b>	<ul style="list-style-type: none"> <li>• Lead, mentor, and support the administration team to ensure competency growth</li> <li>• Set clear objectives, provide coaching, and manage workforce demand for optimal efficiency</li> <li>• Maintain strict confidentiality, handling sensitive information appropriately and professionally</li> <li>• Champion best practice business support and proactive process improvement</li> </ul>
<b>Financial, Procurement, and Assurance Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide best practice oversight and assurance of Purchase Orders and requisitions, ensuring compliance with policies and gateway approvals for major purchases.</li> <li>• Oversee SAP processes, ensuring system integrity, resolving errors, and guiding corrective actions to ensure smooth purchasing workflows.</li> <li>• Monitor spending against budgets, analyse procurement data and expense claims to identify cost-saving opportunities and inefficiencies.</li> <li>• Provide transparent financial and procurement reporting to support audits, assurance, and informed decision-making.</li> <li>• Drive continuous improvements in procurement and financial processes to enhance value for money, sustainability, and compliance.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Coordinate training and support to improve staff procurement knowledge and adherence to policy where necessary.</li> </ul>
<b>Stakeholder Engagement and Relationship Management</b>	<ul style="list-style-type: none"> <li>• Develop and maintain trusted relationships with leadership, staff, and external stakeholders</li> <li>• Facilitate collaboration with external stakeholders, assisting in administrative integration and efficiency</li> <li>• Lead meetings with stakeholders, identifying administrative challenges and solutions</li> </ul>
<b>Event Coordination and Special Projects</b>	<ul style="list-style-type: none"> <li>• Plan events, functions, and stakeholder engagements, ensuring operational success</li> <li>• May oversee project reporting, ensuring regular updates are structured, insightful, and aligned with leadership objectives</li> <li>• Champion best practices in information management, technical troubleshooting, and system administration</li> <li>• May be required to lead special projects, including supporting change management and strategic initiatives</li> <li>• Champion continuous improvement in workflows, ensuring long-term efficiency</li> </ul>

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

### Person specifications

<b>Essential</b>
<ul style="list-style-type: none"> <li>• Relevant administrative qualification (such as NZQA National Certificate Level 4) or equivalent experience</li> <li>• 5+ years experience in a senior administrative or managerial role, demonstrating a strategic and customer-centric approach to service delivery</li> <li>• Proven Leadership skills, with the ability to mentor and develop staff, and deliver constructive training</li> <li>• Expert proficiency in Microsoft Office, system administration i.e. SAP, and information management</li> </ul>

- Strong financial acumen, including budgeting, invoice processing, and procurement governance
- Proven ability in scheduling, event coordination, and stakeholder management
- Exceptional communication skills
- Effective problem-solving, technical troubleshooting, and process optimization, with the ability to navigate complex environments with discretion and awareness
- Confidence to exercise judgement and intervene appropriately where required.

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## Our values

### **Pono / Integrity**

We do what we say we will do

### **Manaakitanga / Respect**

We listen to all views and show we care

### **Whāia te tika / Service**

We do the right thing for our community  
and each other

### **Whanaungatanga / Collaboration**

We work together and create connections