



TaurangaCity

Job description

Title	Governance Advisor
Number	1SG22C / 100396 & 100397
Group	Strategy, Partnerships & Growth
Division	Strategy, Gov & Climate Resilience
Reports to	Head of Strategy, Governance & Climate Resilience
Direct reports	N/A
Date	17/03/2022

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 primary purpose of this role is to provide high quality advisory and governance services to enable effective and efficient meetings to be held and democratic and lawful decision-making processes to be undertaken.

Key outcomes

High quality governance services are delivered within legislative requirements and timeframes.	• Ensure the smooth running of all Council, committee and advisory group meetings in accordance with legislative requirements and Standing Orders, including: scheduling, compiling agendas, distributing information, venue management, providing procedural advice, decisions and recommendations made within terms of reference, taking minutes, reporting and liaising with external parties. • Ensure the Mayor/Chairperson, Deputy Mayor/Chairperson, external Chairperson, hearings commissioner(s) and the Chief Executive are briefed on agenda items prior to the meeting.
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	• Establish, implement, maintain, review and enhance governance systems and processes to ensure they fully comply with the requirements of applicable legislation and are effective and efficient. • Ensure all post-meeting administration is promptly and efficiently undertaken on time and to specified standards. • Undertake electoral officer duties for Council's election and poll related activities.
Governance support and advice is accurate, trusted and meets legislative requirements.	• Provide advice to the Mayor, Chairpersons, Committee members, Commissioners, and the Chief Executive on the application of legislative provisions and Council's Standing Orders to ensure that all meetings and decision-making processes are conducted in full compliance with the same.
Cultivates relationships that are trusted, sustainable and effective.	• Develop and maintain meaningful long-term working relationships with key external stakeholders including externally appointed representatives to committees and advisory groups, iwi and hapū organisations, Taituarā, Local Government New Zealand, media, elected members and governance staff at Bay of Plenty Regional Council and Western Bay of Plenty District Council, and governance staff at other metros and across New Zealand. • Develop and maintain effective relationships with the governing body including: Mayor, Chairpersons, Elected Members or Commissioners. • Develop and build effective working relationships with the Chief Executive, the Executive Team, and staff across the Council in respect of governance services. • All actions and activities are conducted in a manner that upholds the principles of Te Tiriti o Waitangi. • Ensure members of the public are adequately supported to attend and contribute to Council and Committee meetings.

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

Essential
• Tertiary qualification in a relevant field. • A minimum of three years' equivalent experience in governance/democracy advisor position or similar. • Knowledge of key legislation, in particular relevant decision-making process related to the Local Government Act 2002, Resource Management Act 1991, Local Government Official Information and Meetings Act 1987, the Local Electoral Act 2001, the Local Authorities (Members' Interests) Act 1968 and Standing Orders.

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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