

POSITION DESCRIPTION

EXECUTIVE ASSISTANT TO GENERAL MANAGER INFRASTRUCTURE AND ASSETS

POSITION OVERVIEW

Location	Masterton
Business unit	Infrastructure and Assets
Reporting to	General Manager Infrastructure and Assets
Direct reports	Nil
Delegated responsibility	As per the delegation's manual
Salary range	SP10 Grade 12

OUR COUNCIL

Working at Masterton District Council means being part of a motivated, professional, and customer-focused team in one of New Zealand's most beautiful districts. Our people play an integral role in delivering services for our community and we are focused on both 'what', and 'how' we achieve our goals. Our values help us build a workplace culture that is challenging but fun, because enjoying coming to work is important!

We want to be the best provincial council in New Zealand.

- We are an employer of choice in the Wellington Region
- Our staff recommend us to their family and friends

OUR VISION

Masterton/Whakaoriori: Providing the best of rural provincial living.

OUR VALUES

HĪKINA TE MĀNUKA	By figuratively lifting the mānuka we show that we are responding and rising to challenges by being innovative , hard-working, and collaborative .
MANA TĀNGATA	Our organisation recognises the diversity and individuality of each of our staff members. We act with integrity and respect each other's lived experiences and the value they bring to the workplace.
HE TOA TAKITINI	Every staff member is a crucial part of the team that makes up Masterton District Council. We trust and support each other to succeed by drawing on our collective strengths.

TE TIRITI O WAITANGI

The Treaty of Waitangi

We are committed to the principles of Te Tiriti o Waitangi / Treaty of Waitangi: partnership, participation, and pro-active protection. We recognise Tikanga Māori values in the workplace and community and know we can do more.

MY BUSINESS UNIT

The Infrastructure and Assets business unit:

The Infrastructure and Assets Group is responsible for all of Council's open spaces, facilities, and major operational and infrastructural assets, including roads, and water and wastewater pipes and treatment plants.

The teams that sit within the Infrastructure and Asset department consists of:

- Assets & Compliance
- Waters Services
- Roading Services
- Solid Waste
- Capital Projects
- Property, Parks, and Aerodrome
- Fleet Management

MY ROLE

The Executive Assistant to General Manager Infrastructure and Assets (I & A):

the EA will provide exceptional, proactive executive support to the General Manager Infrastructure and Assets and their team, ensuring the seamless delivery of critical operational support across an extensive portfolio of work.

Supporting the General Manager I & A to deliver, will need someone who enjoys working at pace, can be agile with workflow and priorities and who is able to juggle a few things at one time, all whilst having a bit of fun. A successful partnership with the GM will result in strong relationships held by the GM, both within and external to Council. It will also support the Group as work continues on lifting the reputation of the Infrastructure & Assets Group to be known as deliverers.

As the backbone of the Infrastructure and Assets business unit, the Executive Assistant will manage the General Manager's diary, prepare and edit documents, organise priorities and handle sensitive information with discretion. They will support the wider team with administrative tasks, organise and coordinate meetings and events as required, and maintain efficient record management systems on behalf of the General Manager. The role demands a high level of interpersonal skills to build and maintain positive relationships with stakeholders, fostering a collaborative and productive work environment. By providing comprehensive support, this position ensures that the Infrastructure and Assets business unit operates smoothly and effectively.

MY KEY RESULT AREAS (KRAs)

Executive support – Top Priority

- Provide high-quality administrative and secretarial support to the General Manager Infrastructure and Assets and the wider Infrastructure Group.
- Manage the General Manager's diary, ensuring appropriate scheduling, background information, research, and pre-meeting documents are completed accurately.
- Handle correspondence received via email or in person, including acknowledging incoming correspondence, screening, and delegating to staff as appropriate.
- As required accompany the General Manager during stakeholder visits to provide support and take notes.
- Prepare, proofread, and edit documents, reports, presentations, and other materials for the General Manager.
- Manage tasks, priorities and bring up system supporting General Manager to meet deadlines
- Ensure all documents are accurate, professionally formatted, and delivered on time.
- Handle sensitive and confidential information with the utmost discretion and maintain data security protocols.
- Provide support in preparing documents and reports for the Infrastructure and Assets business unit.
- Setting up meeting rooms appropriately, ensuring technology in place and operational and greeting visitors

Team support – Priority 2

- Assist the wider infrastructure team with administrative tasks to ensure smooth business operations.
- Prepare agendas for meetings, workshops, and other Infrastructure-initiated meetings, and take minutes as required.
- Maintain record management systems such as Tohu.

Liaison and Coordination

- As required serve as the primary point of contact between the General Manager and various stakeholders.
- Ensure follow-up actions from stakeholder meetings are tracked and completed.
- Plan and organise meetings, conferences, training and events, including logistics, venue booking, travel arrangements, catering, and tech support as

	appropriate and as required on behalf of the General manager and wider infrastructure team.
Relationship Management	<ul style="list-style-type: none"> • Build and maintain positive relationships with key stakeholders, including elected officials, community groups, contractors, and regulatory agencies. • Foster positive working relationships within the Infrastructure and Assets business unit. • Ensure effective communication and coordination on cross-departmental projects and initiatives. • Implement changes and improvements based on internal feedback to enhance overall team performance.

MY HEALTH AND SAFETY RESPONSIBILITIES

Health, Safety, Wellbeing	<ul style="list-style-type: none"> • Always ensure your own and the safety of others • Comply with policies, procedures and safe systems of work • Report all incidents/accidents, including nears misses, in a timely fashion • Actively participate in the hazard management and identification process • Escalate risk as per the Risk Management Policy
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MY OTHER RESPONSIBILITIES

Self-Management, Training and Development	<ul style="list-style-type: none"> • Self-manage • Set realistic goals for own performance. • Undertake change based on regular self-evaluation and feedback. • Identify opportunities for personal and professional development and growth. • Undertake both internal and external training identified as relevant to the role.
Policies and Procedures	<ul style="list-style-type: none"> • Comply with the Council's Code of Conduct, Staff Manual including its Policies and Procedures at all times. • Ensure the implementation and compliance with the Council's Code of Conduct and Policies and Procedures, within all areas of responsibility.
Other duties	<ul style="list-style-type: none"> • All duties must be carried out to the prescribed timeframes, systems, quality, and standards and to the satisfaction of your (ELT) Manager. • Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope of functions of the position. Duties and responsibilities can be amended from time to time to meet changing conditions.
Participate in the Council's civil defence emergency response	<ul style="list-style-type: none"> • Participation in relevant emergency response training and duties as requested by the Chief Executive. • Such other duties as may be required from time to time by your (ELT) Manager.

MY KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • Line Manager and ELT Manager • Immediate Team • Other Executive/Administrative Support Staff • Masterton District Council Staff • List other internal relationships as necessary
External	<ul style="list-style-type: none"> • List external relationships here

MY COMPETENCIES/KNOWLEDGE/SKILLS/EXPERIENCE

Qualifications, Skills and Experience

- Have or be working towards a diploma or degree in business administration, management or related field could be advantageous.
- Additional certificates in administrative support or project management could be advantageous.
- Proven prior experience in an executive assistant position, providing high-level support to Senior management.
- High level of proficiency in office software (e.g., Microsoft Office Suite) and presentation and workflow software (Visio, lucid chart, smart draw etc)
- Strong organisational skills to manage diaries, schedules, and multiple tasks effectively.
- Excellent proofreading and editing skills.
- Excellent verbal and written communication skills for handling correspondence, preparing reports, and liaising with stakeholders.
- Ability to build and maintain positive relationships with key stakeholders and team members.
- Ability to handle sensitive and confidential information with the utmost discretion and maintain data security protocols.
- Strong coordination and planning skills for organising meetings, conferences, training, and events, including logistics and travel arrangements.

Competencies

- **CUSTOMER SERVICE ORIENTATION:** Making efforts to listen to and understand customers (both internal and external); anticipating customer needs; giving high priority to customer satisfaction.
- **COMMUNICATION:** Expressing ideas effectively in individual and group situations (including nonverbal communication); adjusting language structure or terminology both orally and in memoranda, letters and reports to the characteristics and needs of the audience.
- **WORKING CO-OPERATIVELY:** Working effectively with others inside and outside the organisation; taking actions that demonstrate consideration for the feelings and needs of others and awareness of the impact of ones behaviour on others.
- **HEALTH AND SAFETY:** Committing to applying core safety knowledge, skills and attitudes to everyday work to optimise health and safety. Promoting safety

	through effective communication. Anticipating, recognising and managing situations that place individuals at risk. Recognising the occurrence of an incident or near miss, responding effectively to mitigate harm to individuals, ensuring proper reporting and preventing recurrence.
Personal Attributes	<ul style="list-style-type: none"> • Respectful, honest and open. • Operates with integrity, respecting diversity and other's needs. • Self-motivated with initiative. • Positively takes on challenges. • Takes accountability for own actions and works effectively as part of a team. • A strong communicator who can work collaboratively across a range of managers and teams.

POSITION DESCRIPTION AGREEMENT

My name	
My signature	
Date	

POSITION DESCRIPTION VERSION CONTROL

Author	Version	Comments	Date
GM Infrastructure and Assets	1	Draft PD	March 2025
People and Culture Advisor	2	Format PD	March 2025d

ATTACHMENT A

Place in organisation

