

Your Position

Your job	Principal Advisor (Chief Executive's Office) Kaitohutohu Matua (Tari a te Tumuaki)
Your group	Executive Leadership Team
Your team	Chief Executive's Office
Your manager	Chief Executive, Wendy Walker
Your base	Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our goals:

- A growing, prosperous and regionally connected city
- A village and city experience
- Children and young people at the heart of our city
- A healthy and protected harbour and catchment

How we work together:

- Team up – Together we make a difference for our community
- Work smart – We challenge ourselves to do things better
- Make it happen – We use our energy and skills to get things done

Your team's purpose

The Mayor and the Chief Executive are supported by a small combined team at the centre of a busy organisation. The team's purpose is to:

- Provide professional and technical support to the Chief Executive on strategic and tactical issues
- Deliver high quality and timely secretarial and administrative support to the Mayor and Chief Executive

Your purpose

The purpose of the Principal Advisor(Chief Executives Office) is to

- Provide high quality, timely research, policy and project support to the Chief Executive
- Monitor research and advise on public policy issues that arise from time to time.
- Lead or coordinate organisation-wide responses to information requests, queries and complaints which require a whole of business approach
- Ensure the Mayor receives effective and timely administrative and secretarial support

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• Executive Assistant to the Mayor
Your indirect reports	<ul style="list-style-type: none">• None
External people and groups	<ul style="list-style-type: none">• Government, public organisations and business• Members of the public and community organisations• Iwi• Other local authorities• Contractors, consultants and suppliers
Internal people and groups	<ul style="list-style-type: none">• Executive Leadership Team, managers and staff at all levels of the organisation• Mayor, Councillors, Council and Council committees

Your responsibilities

What you'll do	How you'll do it
Leadership and Management	<ul style="list-style-type: none"> • Develop and lead the staff in the Mayor / Chief Executive's Office to achieve results and provide a customer focused service by setting performance expectations, providing guidance and development, monitoring performance, and providing constructive feedback/support when required
Strategic & Operational Planning	<ul style="list-style-type: none"> • Brief the Chief Executive on strategic and tactical issues • Identify and keep on top of potential opportunities and issues, briefing the Chief Executive on strategies to maximise or mitigate them • Provide advice to the Chief Executive on strategies to mitigate and manage public issues working with the appropriate senior staff to manage issues
Operational Delivery	<ul style="list-style-type: none"> • Ensure the Chief Executive's priorities are regularly reported on and achieved • Keep up-to-date on current issues and events and advise or inform the Chief Executive accordingly • Research and provide input for articles, columns, presentations, speeches and any other communication materials as required • Provide background papers and briefs as required by the Chief Executive • Monitor emerging issues and risks and trouble-shoot to avoid escalation • Liaise with Council's Customer Experience Manager to ensure systems and protocols are in place to respond to escalated complaints in a customer centric manner with customers feeling informed, important and understood. • Work with General Managers and subject matter experts to resolve problems and establish whole of business solutions • Manage or undertake special projects as required • Act as a Privacy Officer • Provide organisational overview to the LGOIMA process to ensure compliance, consistency, efficiency and quality • Respond to correspondence, emails, and papers as requested to identify priorities, issues and follow-up actions needed • Attend Council and Committee meetings where appropriate to keep abreast of Council decision-making and to identify any issues requiring follow up • Assist with the planning and execution of crisis management duties in a civil defence emergency, accompanying and assisting the Chief Executive in an emergency
Relationship Management	<ul style="list-style-type: none"> • Establish and maintain relationships with key stakeholders and business and industry groups • Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive • Accompany the Chief Executive to meetings to take notes and carry out any follow-up actions as required

Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event
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Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> • Demonstrable experience in researching, drafting, writing and editing a wide range of written material • A relevant tertiary qualification (or equivalent experience) • The ability to clearly, concisely and accurately express sometimes complex material in an easily understandable manner • The ability to think strategically and tactically • Strong problem solving, trouble shooting, planning and analytical skills • Demonstrable ability in thinking laterally and presenting information in new and interesting ways • Time management and multi-tasking skills and ability to meet deadlines • The ability to develop and foster excellent working relationships • Political awareness and skill in dealing with sensitive issues • Excellent oral and written communication skills • Excellent interpersonal skills and the ability to work well with others and the ability to persuade and influence people • Highest standards of conduct and probity • Understanding and commitment to health and safety in the workplace • Understanding and commitment to diverse workplaces • Understanding and commitment to the Treaty of Waitangi and bicultural issues
It'd be great if you also have:	<ul style="list-style-type: none"> • A background in working in a similar position (e.g.: Executive Officer or Senior Private Secretary for a Cabinet Minister) is desirable • Experience in policy or research is desirable

Last updated 21 August 2020