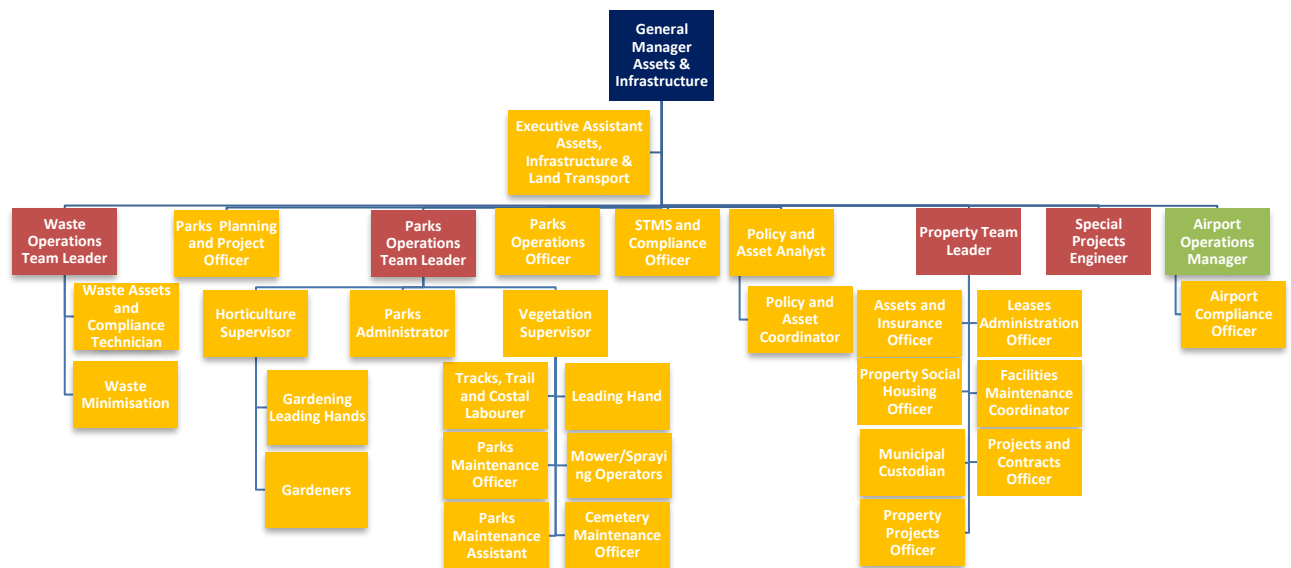
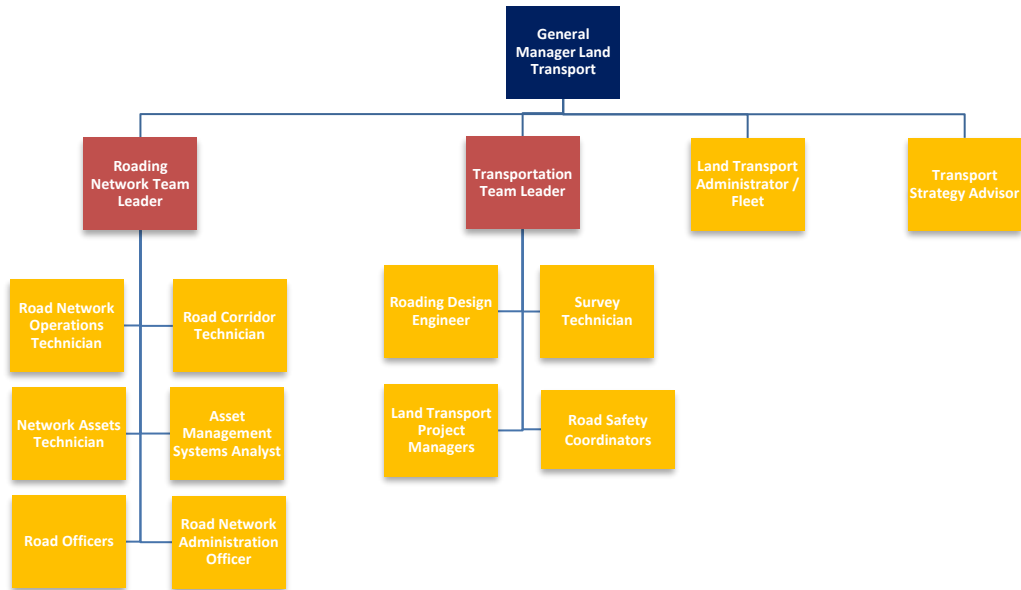


## Position Description: Executive Assistant Assets, Infrastructure and Land Transport

<b>Business Group</b>	Assets and Infrastructure / Land Transport
<b>Reports To</b>	General Manager Assets and Infrastructure
<b>Direct Reports</b>	Nil
<b>Date</b>	April 2026
<b>Budget Responsibility</b>	Nil
<b>Financial Delegation</b>	Nil

### Business Group Structure





### Purpose of the Position

The purpose of the Executive Assistant Assets, Infrastructure and Land Transport position is to provide superior administrative support to the Asset and Infrastructure and Land Transport General Managers and Unit Managers. The position will have a broad focus across the groups, assisting with operational tasks, while coordinating the completion of business critical projects and enhancements. This position will work closely with the General Managers to support and lead the groups, often acting as an ‘enabler’ for operational staff.

### Key Relationships / Customers

External	Internal
Members of the public	General Manager Assets and Infrastructure
Elected Members	General Manager Land Transport
Community Groups	Assets and Infrastructure Group
Vendors, consultants, contractors and professional bodies	Land Transport Group
Staff from other Territorial Authorities	Executive Assistants
Organisations with similar functions	All TDC Staff
Council controlled organisations	

## Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

1. Provide high quality, confidential and timely administrative and business support to the General Manager Assets and Infrastructure, General Manager Land Transport and wider groups.
2. Provide project support and coordination to the Group as required.
3. Actively engage in and support systems and process improvements, leading specific projects or activities where requested by the General Manager Assets and Infrastructure and General Manager Land Transport.
4. Assist with keeping the Group's intranet and website content up to date.
5. Co-ordinate, administer and concierge meetings, prepare relevant documents, agendas, action registers and minute meetings in the agreed timeframes, and monitor the completion of any actions points for relevant Council Committees, and any other meetings as required.
6. Assist with the preparation of responses to requests for official information.
7. Act as the primary contact point for Contract documents, their administration, and Tenderlink process.
8. Assist with managing contractual arrangements with suppliers and customers, raising purchase orders, payment of invoices, including construction contracts and professional services. Ensure contract documentation is complete and contracts signed.
9. Maintain asset databases including waste bins as required.
10. Assist with co-ordinating activities and initiatives across and within the Group.
11. Take initiative to manage issues and re-allocate matters in the General Manager's absence.
12. Provide back-up support to other Group Executive Assistants..
13. Proactively manage the General Manager's diary to ensure appropriate scheduling, background information, research and pre-meeting documents are prepared with a high level of detail.
14. Assist with managing internal and external stakeholder relationships including, acknowledging incoming correspondence to General Manager's,

screening and delegating to staff as appropriate, drafting and tracking responses to routine correspondence.

15. Investigate, research, analyse and distil information for, briefing papers, media statements, and research reports; file notes typed and checked within agreed timeframes.
16. Maintain stakeholder lists for the Assets and Infrastructure and Land Transport Group's.
17. Prioritise document preparation and complete to a high standard within agreed timeframes.
18. Organise all aspects of General Manager's business trips, including itinerary, travel, taxis, accommodation and detailed meeting briefing notes.
19. Administer travel bookings for the Groups.
20. Assist with other duties as reasonably required by the General Manager Assets and Infrastructure and General Manager Land Transport.
21. To maintain time recording by entering timesheet data and follow up missing timesheets for the Group.
22. Actively engage in setting own goals and objectives.
23. To actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
24. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
25. To be actively involved in Civil Defence Emergency Management when required.
26. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
27. Commitment to the principles of the Treaty of Waitangi.

## **Delegations**

Delegation are set out in the Timaru District Council Delegations Manual.

## Formal Qualifications / Training / Experience

<b>Minimum Qualification</b>	Certificate in Business (Level 4) or equivalent.
<b>Desired Qualification</b>	Diploma in Business Administration or equivalent.
<b>Minimum Experience</b>	53 years relevant experience.
<b>Desired Experience</b>	5 years relevant experience in a EA role.

## Key Competencies / Skills / Knowledge

- High level of initiative. Proactive and solutions focused.
- An aptitude for working with new systems and a learning mindset.
- Good analytical skills. The ability to analyse and test information.
- Ability to handle confidential information, to be flexible with work duties and to meet multiple deadlines.
- Well-developed project management skills.
- Strong computer skills in MS Excel, Word, PowerPoint and competent in technology use.
- Able to communicate clearly, respectfully and deliver verbal and written information in a logical and concise manner.
- Excellent interpersonal skills are essential with the ability to work with a wide range of stakeholders and negotiate satisfactory outcomes.
- Demonstrate a commitment to ongoing learning and development, to improve the way in which Council delivers its services.
- Proven organisational and time management skills.
- Excellent administration skills, including attention to detail and accuracy.
- Helpful, friendly good public relations skills and able to effectively communicate across a broad spectrum.
- Be a team player with a can do attitude, yet also able to conscientiously work unsupervised.
- High level of initiative, strategic thinking and critical analysis skills, and able to demonstrate the ability to make good decisions.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

**Other Requirements**

- May require travel within or outside Timaru District region occasionally.
- When necessary required to work outside normal hours.

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**General Manager  
Assets and Infrastructure**

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**Executive Assistant Assets,  
Infrastructure and Land Transport**

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**Date**

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**Date**