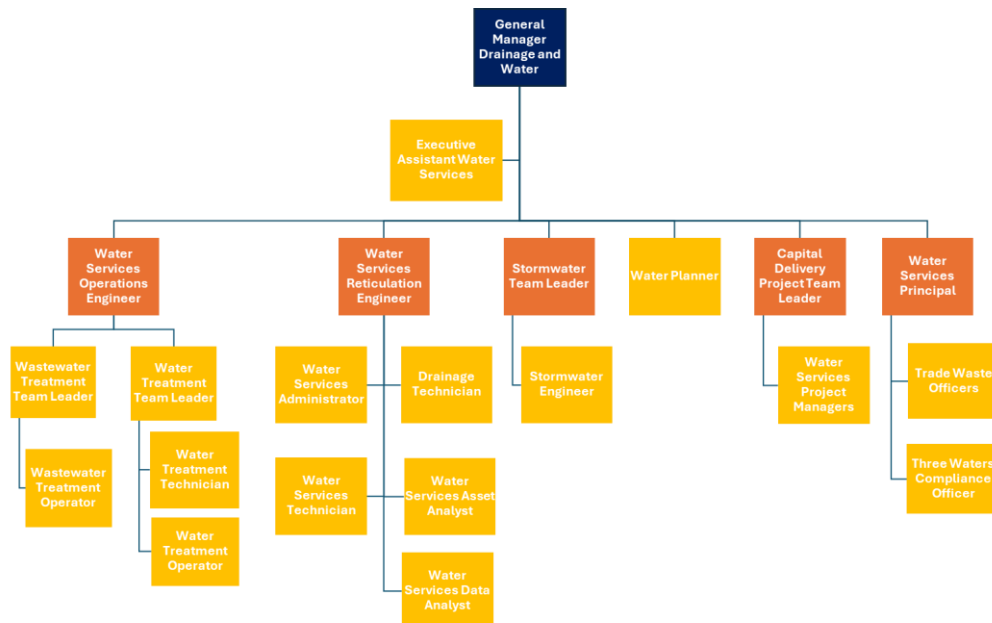


Position Description: Executive Assistant Water Services

Business Group	Drainage and Water
Reports To	General Manager Drainage and Water
Direct Reports	Nil
Date	April 2026
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Purpose of the Position

The purpose of the Executive Assistant Drainage and Water position is twofold- to provide superior administrative support to the General Manager and people leaders of the Drainage and Water Group, and to provide Executive Administration support across the establishment of the Joint Water Organisation (WO) between Mackenzie and Timaru District Councils. The position will have a broad focus across the Drainage and Water group, assisting with operational tasks, while coordinating the completion of business critical projects and enhancements. This position will work closely with the General Manager to support and lead the group, often acting as an 'enabler' for operational staff.

Key Relationships / Customers

External	Internal
Members of the public	General Manager Drainage and Water
Elected Members	Drainage and Water Group
Community Groups	Executive Assistants
Vendors, consultants, contractors and professional bodies	All TDC Staff
Staff from other Territorial Authorities	Joint Establishment Team (JET)
Organisations with similar functions	Senior Leadership Team
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 Drainage and Water and the wider group.
2. Work alongside the Unit Managers to provide project support and coordination as required. This may include project planning, reporting, stakeholder management, and communication plans.

3. Actively engage in, and support systems and process improvements, leading specific projects or activities where requested by the General Manager Drainage and Water.
4. Assist with keeping the Group's intranet and website content up to date.
5. Co-ordinate and administer meetings, prepare relevant documents, agendas and minutes in the agreed timeframes, and monitor the completion of any actions points.
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 GETS process.
8. Assist with managing contractual arrangements with suppliers and customers, including payment of invoices, construction contracts and professional services. Ensure contract documentation is complete and contracts signed.
9. Provide administrative assistance and co-ordinate the Approved Contractor process.
10. Assist with co-ordinating activities and initiatives across and within the Group.
11. Take initiative to manage issues as appropriate and re-allocate matters in the General Manager's absence.
12. Provide cross-cover and/or back-up support to other Group Executive Assistant level roles in the event of long absences. .
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, 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 Drainage and Water Group.
17. Prioritise document preparation and complete to a high standard within agreed timeframes.

18. Organise all aspects of General Manager’s and JET business trips, including itinerary, travel, taxis, accommodation and detailed meeting briefing notes.
19. Administer travel bookings for the group and as required for the WO establishment.
20. Assist with other duties as reasonably required by the General Manager Drainage and Water.
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.

Formal Qualifications / Training / Experience

Minimum Qualification	Certificate in Business (Level 4) or equivalent.
Desired Qualification	Diploma in Business Administration or equivalent.
Minimum Experience	3 years relevant experience.
Desired Experience	5 years relevant experience.

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 periodic travel within or outside Timaru District region to support organisational needs, including meetings, events, etc.
- When necessary required to work outside normal hours.

Change to Role Description

From time to time it may be necessary to consider changes in the role description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by

the Chief Executive with due consultation with the position holder. This role description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

General Manager Drainage and Water

Executive Assistant Water Services

Date

Date