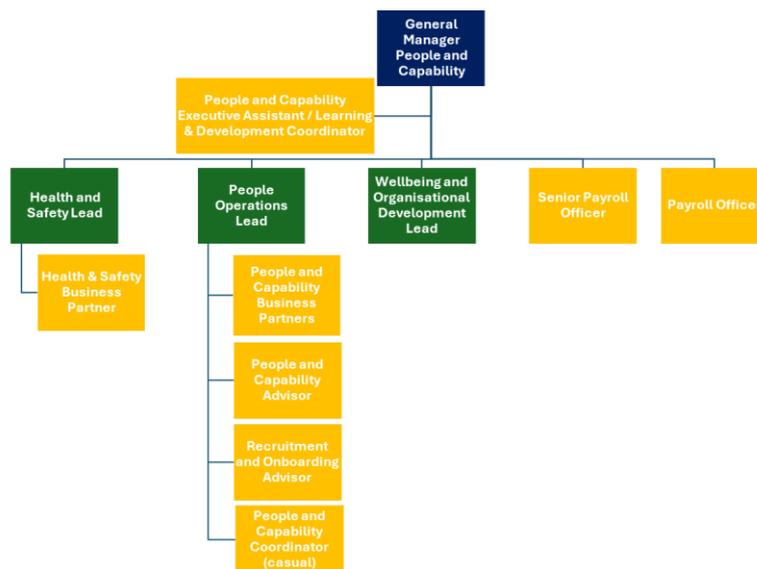


Position Description: People & Capability Executive Assistant / Learning & Development Coordinator

Business Group	People & Capability
Reports To	People & Capability General Manager
Direct Reports	Nil
Date	March 2026
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Purpose of the Position

The purpose of the People and Capability Executive Assistant and Learning and Development Coordinator position is to assist the People & Capability Group in the effective provision of all, Learning and Development and Wellness related functions across the Timaru District Council.

Key Relationships / Customers

External	Internal
Members of the public	General Manager People & Capability
Advertising / Marketing Agencies	People & Capability Group
Training Providers	Group Managers
Contractors	Unit Managers
Regulatory bodies	All TDC Staff
Counterparts of other Government Authorities	

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 People and Capability and Wellbeing and Organisational Development Lead.
2. Assist with keeping the intranet and website content up to date.
3. Coordinate and administer meetings, prepare relevant documents, agendas and minutes in the agreed timeframes and monitor the completion of any action points
4. Manage the processing and response to correspondence for the General Manager, including LGOIMA's as required.
5. Draft and send communications for the People & Capability Group via the intranet and email.
6. Assist with coordinating activities and initiatives across and within the People & Capability Group.
7. Support the coordination and implementation of People & Capability Strategy activities in conjunction with the General Manager and the Wellbeing and Organisational Development Lead.
8. When required, support the Wellbeing and Organisational Development and in-house technical experts to deliver internal training programmes.

9. Support the Wellbeing and Organisational Development Lead with the developing and maintaining competency frameworks and training registers.
10. Provide support in the development and implementation of eLearning courses
11. Provide day to day administration and oversight of the organisations Learning Management System (LMS).
12. Support the Wellbeing and Organisational Development Lead with reporting required across the Learning & Development and Wellbeing portfolios.
13. Coordinate the scheduling and booking of training to support both internal and external training programmes.
14. In all activities, take the point of view of the end user to drive a positive customer engagement and experience, internally and externally.
15. Provide quarterly statistics on Health and Safety, Wellbeing and Learning and Development initiatives to the General Manager People and Capability.
16. Assist with the preparation of reports for the General Manager of People & Capability and Wellbeing and Organisational Development Lead
17. Actively participate in project management, coordination and completion of various improvement activities, in accordance with the Group business plan.
18. Actively engage in setting own goals and objectives.
19. Assist with other duties as reasonably required by the General Manager People & Capability.
20. 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.
21. To be actively involved in Civil Defence Emergency Management when required.
22. 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.

23. 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.

24. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	Certificate in office administration or similar.
Desired Qualification	Diploma in Human Resource Management.
Minimum Experience	3 years' experience in an office environment.
Desired Experience	More than 3 years' experience in a HR environment.

Key Competencies / Skills / Knowledge

- The ability to be discrete and handle very confidential information.
- Sound knowledge and experience of relevant legislation including Employment Relations Act 2000, Health and Safety at Work Act 2015, and Privacy Act 2020.
- Experience in a Local Government environment.
- Able to respond positively to diverse and changing work duties.
- Excellent time management skills with ability to meet deadlines.
- Experience in dealing with a wide range of stakeholders to create a win-win scenario is critical.
- Demonstrate a commitment to ongoing learning and development, to improve the way in which Council delivers its services.
- Able to work well as part of a team, yet also conscientiously work unsupervised.
- Ability to effectively plan, organise and coordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes and competing priorities are managed effectively.
- Able to work well as part of a team, yet also conscientiously work unsupervised.
- Strong computer skills in MS Excel, Word, PowerPoint, effective use of research engines.
- Accuracy and attention to detail.
- Must have the ability to think clearly to identify and solve problems.
- Excellent communication skills both written and verbal are essential.
- Good inter-personal skills are essential.
- Acts with honesty, integrity and in a trustworthy manner.

**General Manager
People and Capability**

**People & Capability Executive Assistant
/ Learning & Development Coordinator**

Date

Date