

WESTLAND DISTRICT COUNCIL

JOB DESCRIPTION

JOB TITLE

Office Assistant

PURPOSE

To provide business administration and back-office services for Westland District Council and it's Executive Office.

SPECIFIC DUTIES & RESPONSIBILITIES

Filing

- Assist with any filing as required.
- Update the Council's Asset-Gift Register as required, taking photographs of items and labelling gifts.

Photocopying, Scanning and Shredding

- Provide photocopying, scanning, binding and laminating services to staff as and when required.
- Restock supplies of photocopier paper for all the copiers.
- Shred sensitive documents.
- Restock the second-floor stationery cupboard and notify Customer Services when stocks need to be replenished.

Assisting with meetings

- Assist with setting up and cleaning up for Council and Committee Meetings and any other meetings as required, including taking catering trays back to the outlets.
- Order catering for meetings/functions and pick up any additional refreshments as required for any functions.
- Tidy and sanitise the Council Chambers, CE's Office, and any meeting rooms as required and restock with sanitising equipment.
- Oversee the Council Chambers and ensure it is clean and tidy.
- Ensure the name plates for meetings are in a usable condition.

Maintaining Council Tearoom

- Order milk supplies.
- Ensure that the dishwasher is loaded and unloaded and dishes are stacked away.
- Keep the tearoom tidy and clean.
- Replenish the tearoom supplies daily.
- Keep staff noticeboards up to date on all floors and in the tearoom, including the noticeboards around all the photocopiers.
- Order the items required for Citizenship Ceremonies.

Water Plants

- Water all plants in the Council Office.

Car Grooming

- Undertake grooming of Council's fleet vehicles.
- Report any damage discovered by filling out an incident form.

Health and Safety stocktakes

- Ensure that regular stocktakes of health and safety supplies are undertaken and advise staff when

- they are required to be reordered.
- Update the Fire Warden Stations with information, including health and safety.

Key Relationships

- Westland District Council staff
- Catering providers

Delegated Authority

- N/A

Staff management

- N/A

Reporting To:
Executive Assistant

Health and Safety

- Follow all safe work practices, procedures, guidelines and controls.
- Take all reasonably practicable steps to ensure their own safety at work and not cause harm or create hazards to other persons. Encourage others to do the same.
- Actively contribute to hazard identification and hazard management.
- Communicate health and safety issues or concerns directly to their manager or a health and safety representative.
- Report all accidents, injuries, incidents, pain or discomfort and near misses immediately or as soon as possible within 24 hours. This includes damage to property, vehicles and equipment.
- Actively participate in health and safety initiatives and participate in meetings and training.
- Take an active role in any personal treatment, rehabilitation plans or return to work programs if applicable.
- Wear Personal Protective Equipment (PPE) where required and be personally responsible for the use, care and storage of PPE
- Take responsibility for visitors and support visitors to comply with Council Health and Safety Policy and procedures at all times.

Civil Defence/Emergency Management

- To meet the Council's statutory responsibilities for Civil Defence and Emergency Management (CDEM) you will be expected to participate in CDEM training initiatives and undertake activities, as directed as part of Council's emergency response.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

Qualifications/Experience

- NCEA Level 2 or equivalent
- Restricted Driver's Licence (desirable)

Knowledge / Skills / Attributes

- An understanding of the Council environment is desirable but not essential.
- Excellent verbal and written communication skills
- Ability to ensure that work is completed to a high standard and to meet deadlines
- Ability to work cooperatively as part of a team demonstrating energy, vision and initiative
- Excellent Customer Service skills
- Ability to manage time and prioritise and organise workload

This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time.