

POSITION DESCRIPTION

Position Title	Electorate Administrative Assistant (EAA)
Organisation	Electoral Commission
Location	Aotearoa Whānui / New Zealand wide
Date	May 2020
Reports to	Registrar of Electors

Position Purpose

The purpose of the position is to assist the Electoral Commission to prepare for and conduct general elections, by-elections and referendum to maintain public confidence by:

- Providing administrative support to Enrolment Services staff at the Electoral Commission. Some tasks will be routine by nature whilst others are project driven to support the efficient and effective administration and operation of Enrolment Services
- The On Call Casual Employee will actively participate in all office duties as assigned to them by the Registrar of Electors (ROE).

Person Specifications

Essential Experience and Skills

- Good organisational skills
- Effective communication skills
- Good relationship management skills
- Flexible, positive and enthusiastic attitude
- Ability to work independently and to demonstrate guided initiative
- Good computer skills e.g. MS Word & MS Excel

Key Responsibilities

Responsibilities	Deliverables / Outcomes
Key Administrative Support Responsibilities	<ul style="list-style-type: none"> • Sorting and opening mail • Processing of forms • Word processing • Data entry • General office support, administration and filing • Acting in place of Registrar of Electors or Deputy Registrar of Electors during absences.
Relationship Management	<ul style="list-style-type: none"> • Ensure that business relationships are maintained at an agreed level by developing, implementing, and maintaining a quality oriented, timely, and service-focussed approach in work programmes and services provided.
Information Gathering and Analysis	<ul style="list-style-type: none"> • Ensure a sound knowledge basis for future operations by monitoring developments, and collecting data/information • Contribute to the quality of the Commission's operational procedures and related efforts, by actively participating in discussions, suggesting improvements in methods, and assisting team members to achieve quality results.
Projects	<p>Ensure projects undertaken are delivered according to time, cost, and quality standards or goals by:</p> <ul style="list-style-type: none"> • Defining project scope and work schedule with Registrar of Electors • Identifying what resources are required to meet the plan • Monitoring progress against project milestones and deliverables in accordance with the project plan • Providing regular feedback on project status and issues in agreed format and within agreed timeframes.
Workplace Effectiveness	<ul style="list-style-type: none"> • Contribute to the Commission's effectiveness by offering value adding suggestions at meetings, providing learning feedback/comments and support to others which aim to improve team performance and staff motivation, and assisting other members of the Enrolment Services team.
Discretion	<ul style="list-style-type: none"> • Divulge only information as allowed under the Electoral Act 1993 • Adhere to strict security procedures

	<ul style="list-style-type: none"> Follow documented procedures and specifications for the confidential storage of physical and electronic copies of electors' data.
Health and Safety	<ul style="list-style-type: none"> Comply with the Commission's health and safety policies and procedures Take action to improve the health and safety record of the workplace Ensure equipment and work areas are well maintained Take personal responsibility for keeping yourself, co-workers and equipment free from mishaps Ensure timely and accurate reporting of any hazards or potential hazards so that they may be remedied. Takes personal responsibility for keeping themselves, co-workers and equipment free from mishaps. Ensures timely and accurate reporting of any hazards or potential hazards so that they may be remedied.

Important Relationships

Internal

- Registrar of Electors
- Deputy Registrar of Electors
- Community Liaisons
- Community Engagement Advisors
- Community Engagement Coordinators
- Any other Commission Staff including permanent and temporary field staff.

External

- Members of the public
-

Dimensions of the position for which the incumbent is accountable

Number of direct reports	None
Number of indirect reports	None
Operating budget	None
Other [delegation levels]	None

Electoral Commission – Te Kaitiaki Take Kōwhiri:

Who we are

We are an independent Crown entity who works with and through communities to inform, engage and educate New Zealanders about the value of taking part in the electoral system. Our objective under the

Electoral Act 1993 is to administer the electoral system impartially, efficiently and effectively, and in a way that:

- Facilitates participation in parliamentary democracy;
- Promotes understanding of the electoral system; and
- Maintains confidence in the administration of the electoral system.

Our Vision

New Zealanders trust, value and take part in parliamentary elections.

Strategic Mission

New Zealanders trust, value and take part in parliamentary elections

The Commission wants New Zealanders to understand their electoral system, to have trust and confidence in our administration of their electoral laws, to find enrolling and voting easy, and to value and exercise their right to vote.

Our Contribution

New Zealanders will trust, and are more likely to value and take part in parliamentary elections if we:

- Act impartially, professionally and in accordance with the law
- Make participation easy
- Deliver timely and accurate results
- Are open to public, judicial and parliamentary scrutiny
- Continually improve our processes, procedures and service.

Our Values

Our Values outline the expectations the Commission can have of us, and the expectations that we can have of the Commission. These mutual responsibilities are about the way we go about our business. Together each day we implement the Taumata Values Framework, which encompasses:

TAUMATA – Values Framework

Ngā Uara / Values <i>translation</i>	Explanations
1. Tūhonotanga To join, bond, attach, connect <i>Connecting / building and maintaining relationships</i>	Bringing people together to increase participation in democracy.
2. Aratakina To conduct, lead, point out, guide <i>Knowledge Transfer</i>	Guiding towards greater understanding.
3. Uakaha Vigour, energy, dynamism, enthusiasm <i>Energy / dynamism / innovation</i>	Being dynamic and energetic in what we do.
4. Manaakitanga Hospitality, kindness, generosity, support <i>Power Transfer</i>	Demonstrating generosity and empowering people.
5. Tika Be true, valid, honest, genuine, sincere <i>Integrity and honesty</i>	Doing things right; doing the right things!

Key Competencies Required

- **Action Oriented** – be proactive and energetic, welcome challenges and seize opportunities
- **Composure** – be politically neutral, level-headed and a positive role model – even when under pressure
- **Values diversity** – Displays cultural sensitivity and values diversity. Appreciates insights and ideas of diverse communities and works effectively with these differences.
- **Community Focused** – be focused on understanding the needs of communities and on delivering value to them
- **Interpersonal Savvy** – be straightforward, honest, and trustworthy
- **Peer Relationships** – relate well to all ethnicities and people and build effective relationships
- **Presentation Skills** – be an effective presenter, able to deliver messages in a way that is targeted to your audience, and in a range of settings
- **Time Management** – manage tasks and time effectively and efficiently
- **Integrity and Trust** – make sound decisions based on analysis, experience and sound judgement.