

## POSITION DESCRIPTION

<b>Position Title</b>	Electoral Administrative Assistant (EAA)
<b>Organisation</b>	Electoral Commission
<b>Location</b>	Ellerslie, Auckland
<b>Date</b>	April 2019
<b>Reports to</b>	Registrar of Electors

### Position Purpose

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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).

### Electoral Commission – Te Kaitiaki Take Kōwhiri

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#### 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:

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

#### Our vision:

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

#### Strategic mission:

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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:

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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.

## Accountabilities

Accountability Area	Deliverables / Outcomes
<ul style="list-style-type: none"> <li>• <b>Key Administrative Support Responsibilities</b></li> </ul>	<p>The following details the possible responsibilities of the position:</p> <ul style="list-style-type: none"> <li>• Sorting and opening mail</li> <li>• Processing of forms</li> <li>• Word processing</li> <li>• Data entry</li> <li>• General office support, administration and filing</li> <li>• Acting in place of Registrar of Electors or Deputy Registrar of Electors during absences.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Relationship Management</b></li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Information Gathering and Analysis</b></li> </ul>	<ul style="list-style-type: none"> <li>• Ensure a sound knowledge basis for future operations by monitoring developments, and collecting data/information</li> <li>• 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.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Projects</b></li> </ul>	<ul style="list-style-type: none"> <li>• Ensure projects undertaken are delivered according to time, cost, and quality standards or goals by:</li> <li>• Defining project scope and work schedule with Registrar of Electors</li> <li>• Identifying what resources are required to meet the plan</li> <li>• Monitoring progress against project milestones and deliverables in accordance with the project plan</li> <li>• Providing regular feedback on project status and issues in agreed format and within agreed timeframes.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Workplace Effectiveness</b></li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Discretion</b></li> </ul>	<ul style="list-style-type: none"> <li>• Divulge only information as allowed under the Electoral Act 1993</li> <li>• Adhere to strict security procedures</li> <li>• Follow documented procedures and specifications for the confidential storage of physical and electronic copies of electors' data.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Health and Safety</b></li> </ul>	<ul style="list-style-type: none"> <li>• Take reasonable care for your own health and safety and that of others at work</li> <li>• Complies with the Commission's health and safety policies and procedures. Take action to improve health and safety record of the workplace. Ensures equipment and work areas are well maintained.</li> <li>• Ensure timely and accurate reporting of any hazards or potential hazards so that they may be remedied.</li> </ul>

## Important Relationships

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### Internal:

- Chief Electoral Officer and staff of the Electoral Commission
- National Manager Enrolment & Community Engagement
- Registrars of Electors and Deputy Registrars of Electors
- Regional Managers Enrolment
- Enrolment Services Staff

### External:

- Members of the public
- Suppliers and Contractors
- Other Government agencies
- Enrolment Field Workers

## Person Specifications

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### Qualifications and technical skills

- Good computer skills eg: MS Word & MS Excel
- Accurate data entry skills and an eye for detail

### Experience and knowledge profile:

- Good organisational skills
- Effective communication skills
- Good relationship management skills
- Flexible, positive and enthusiastic attitude
- Ability to work independently and to demonstrate guided initiative

## Key Competencies Required

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- **Analytical Skills:** Ability to identify issues and analyse information to make considered decisions. Uses rigorous logic and methods to solve difficult problems with effective solutions; probes fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- **Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- **Teamwork:** The ability to quickly find common ground and solve problems for the good of all, representing his/her own interests and yet being fair to others in the group. The ability to solve problems with peers with a minimum of noise and is seen as a team player and cooperative easily gaining the trust and support of peers. Encourages collaboration and can be candid yet tactful with peers.
- **Good Judgement:** Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgement; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- **Environment Awareness:** Awareness of the economic, political, social and cultural context in which the individual and the Electoral Commission operate.
- **Communication:** The ability to express thoughts and ideas with clarity and present a consistent point of view both orally and in a written format.
- **Results Orientation:** The ability and desire to achieve effective results, and work towards or exceed an agreed goal.
- **Continuous Improvement:** The ability and desire to seek and use better ways of doing things (to improve one's personal and the Electoral Commission's performance).

- **Professional Integrity:** The ability to act in a manner that conveys high personal and professional standards consistent with the principles of importance to the Commission and the State Sector. Develops and maintains trust and is seen to be someone who presents the unvarnished truth in an appropriate and helpful manner, keeping confidences, admitting mistakes and does not misrepresent him/herself for personal gain
- **Commitment to EEO:** The ability to apply EEO principles in the workplace