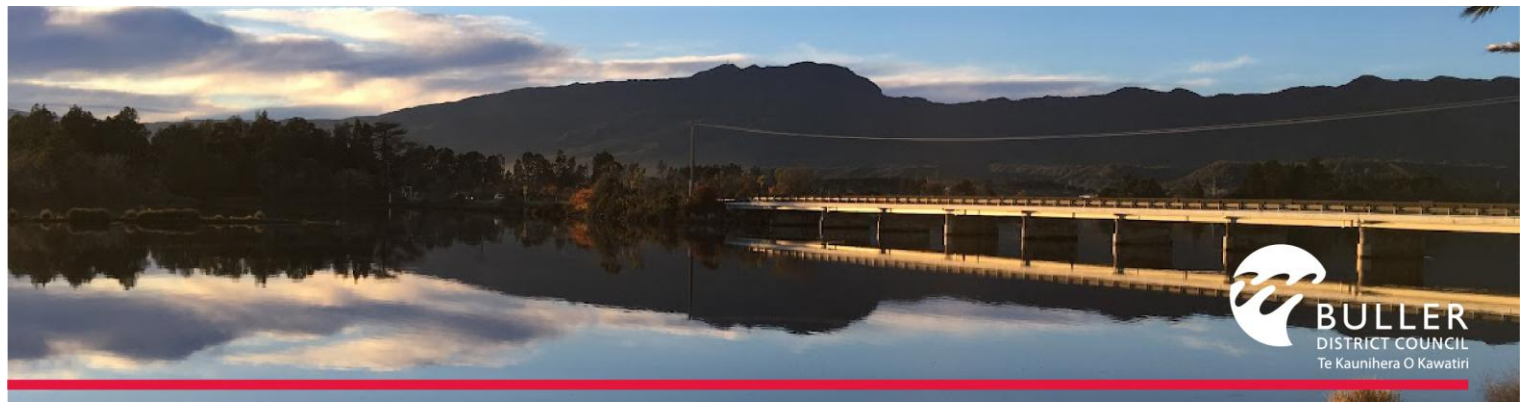




Position Description – Subcommittee Support Officer

The position reports to: Team Leader Property and Fleet Management **Grade: 12**

Hours of work: 25 - After-hours / weekend work and out-of-district travel may be required.

Position purpose:

The Subcommittee Support Officer facilitates effective communication and collaboration between Reserve and Hall Subcommittee Chairs, role holders, Elected Members and Buller District Council departments.

The purpose of this role is to support Reserve and Hall Subcommittee Chairs and role holders to follow Council processes and procedures, and to assist them in running successful halls and reserves on Council's behalf. The role provides guidance, coordination and oversight across operational, property, governance and health and safety matters, while helping subcommittees understand and meet their responsibilities under relevant legislation and Council requirements.

Assisting Subcommittees in delivering well-managed facilities that benefit local communities, this role oversees both the Subcommittee itself, as well as property matters, health and safety, policy alignment and general administration of these reserves.

You should possess excellent interpersonal skills to build constructive working relationships with Subcommittee Chairs, role holders, Elected Members and Council departments. The role requires an understanding of governance frameworks and the ability to provide practical guidance on process, procedure, financial planning and facility management, with a focus on helping subcommittees resolve issues, plan and operate effectively on Council's behalf.

The Key areas of responsibility include:

Subcommittee Engagement and Support

- Foster strong relationships with subcommittees through regular communication and timely responses.
- Facilitate communication between Council staff and subcommittees by setting up meetings and completing actions raised.
- Collaborate with subcommittees and contractors to implement the Reserve Management Plan aligned with the Reserve Act and their Terms of Reference.
- Address issues collaboratively with subcommittees while supporting governance structures for group members.
 - Act as a proactive link between Council, Elected Members and subcommittee Chairs, supporting clear communication,

practical guidance and consistent use of Council processes and procedures.

- Act as a proactive connector between Council, Elected Members and subcommittee Chairs, supporting clear communication, practical guidance and consistent use of Council processes and procedures.
- Deliver high-quality customer service, resolving inquiries and conflicts efficiently and courteously while adhering to Council requirements and expectations.

Coordination and Administration Support

- Arrange and coordinate formal meetings, including setting agendas with subcommittee Chairs and secretaries, and follow up on actions where required.
- Maintain accurate records of informal and formal meetings, ensuring all information is properly documented and accessible.
- Coordinate with the Health and Safety advisor to ensure all subcommittees health and safety practises align with Council processes and expectations.
- Work alongside the Policy team to ensure Subcommittee policies and all those relevant to them are effective and up to date.
- Implement Zero accounting software across all Subcommittees, supporting the change where needed.
- Prepare Council and subcommittee reports as needed, providing clear and accurate information on policies, procedures, and decisions.
- Maintain a well-rounded understanding of intermediate administration practices within Local Government.
- Proactively seek and implement improvements in systems and processes to enhance efficiency and service delivery.

Governance Oversight

- Provide inductions for new Subcommittee members, ensuring they begin their roles with a strong understanding of all processes, policies and responsibilities.
- Ensure all Subcommittee members are aware of and meeting their obligations the Local Government Official Information and Meetings Act 1987.
- Attend workshops where required, and all formal meetings.
- Act as the intermediary between Subcommittees and Governance to schedule formal meetings.
- Organise advertising for workshops and formal meetings in line with standing orders, legislation and practises.
- Contribute to the agendas for formal meetings.
- Read all workshop minutes and action items arising from those workshops.

Property & Community Facilities Support

- Conduct routine site visits to reserves and community facilities to monitor health and safety compliance, identify hazards, and follow up on corrective actions
- Assist with Building Warrant of Fitness (BWOF) compliance activities, including coordinating inspections, tracking contractor actions, maintaining records, and ensuring statutory requirements are met.
- Monitor and report on facility conditions, maintenance issues, and emerging risks, escalating matters to the appropriate teams where required.

- Support Sub-Committees by coordinating contractor access, obtaining quotes, arranging routine works, and providing administrative assistance for property-related matters.
- Ensure health and safety documentation, compliance records, and facility information are maintained accurately and updated in Council systems.
- Liaise with contractors, Council staff, and community representatives to support the delivery of maintenance, compliance, and improvement activities.
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- Ensure all work is contracted for using Council practises, and where relevant, procurement processes.
- Manage invoices for Subcommittee payments such as power, rates and insurance.
- Assist with funding applications.

Deliverables:

Big picture

- Drive the implementation of the Reserve Management Plan in collaboration with Infrastructure team and subcommittees.
- Stay up to date with legislation and practice appropriate to the role.
- Stay up to date with local and national available funding and grants with applicable applications applied for as required.
- Contribute as required to strategic and detailed information to the development of council Annual Plans and Long-Term Plans.
- Achieve and maintain an understanding of Buller District initiatives, developments, trends and issues.
- Manage risk through careful planning and sound judgement

Performance

- Achieve performance goals and expectations and follow leadership instructions on time and to a high standard consistently
- Report on progress to plan against own KPIs
- Take an active role in own goal setting, learning and development
- Correctly and appropriately use technology as required for the role, including new technologies
- Contribute to the sustainability efforts and financial position of the Council through responsible use of resources and equipment
- Comply with all legislation and Council policies
- Contribute to the sustainability efforts and financial position of the Council through responsible use of resources and equipment
- Set a positive example for punctuality, attendance and work ethic

People & Capability

- Be a positive and constructive team member
- Collaborate on cross team/discipline projects and teams as required
- Constructively and successfully adapt to changes
- Take positive actions to keep self and others physically and psychologically safe and well
- Attend, be prepared for and engage constructively in all meetings
- Deliver exceptional customer service consistently (make every interaction count)
- Build effective, sustainable relationships at all levels
- Have consistently positive interactions externally and with Subcommittees and Elected Members (as required for role)

Requirements for all staff

- Buller District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partners to deliver on our obligations under Te Tiriti o Waitangi.
- Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault.
- Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.
- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Buller District Council policies and processes.

Emergency Management requirements for all Council Staff

- Buller District Council has a legislative responsibility to respond to adverse events within our communities. As such, any staff member may be required to assist the Emergency Management Team in responding to such an event. Family circumstances and BAU roles will be considered.

Required assistance may include:

- Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.
- Respond to civil defence emergencies or adverse events wherever possible and if it is safe.
- Participate in any required Civil Defence exercises to maintain essential services.

Key relationships

Internal	External	Committees/groups
Senior Governance Advisor	Key Stakeholders	Reserve & Hall Subcommittees
Manager Community Engagement	Buller Residents	Risk & Audit Committee
Governance Assistant		Community Committee
Group Manager Infrastructure Services		
Policy Advisor		
Health and Safety Advisor		
Senior Leadership Team		
Community Facilities Team		
Elected Members		

Skills and Experience

Essential	Desirable
• Excellent verbal, written, and interpersonal communication skills. • Strong conflict resolution skills. • Strong time management, problem-solving, and computer skills • Customer-focused with the ability to manage conflicting demands and prioritise effectively • Ability to explain information clearly and concisely while demonstrating active listening skills • Exceptional customer service, anticipating needs and responding promptly and courteously.	• Knowledge of the Reserve Act 1977 and Local Government Act 2002 • Experience working with community volunteers/or community development experience. • Knowledge of health and safety legislation

Education, Qualification, Memberships

Essential	Desirable
• Full current drivers licence	• Community development or equivalent qualification • Health and Safety certification