



Democracy Advisor

Democratic Services, Strategy and Engagement

Reports to: Head of Democratic and Mayoral Services

Location: Administration Building, Laings Road

Date: June 2026

Purpose of the role:

To provide comprehensive support to Council and its committees, ensuring the effective delivery of core democratic services. This includes assisting chairs in facilitating transparent, efficient, and well-governed decision-making processes.

Our purpose

Ko tō tātou he wāhi whai hua ki hōna tāngata – Our city where everyone thrives

At Hutt City Council we are committed to working together to create a connected, resilient and inclusive city of Lower Hutt Te Awakairangi, where all our people thrive.

As connectors, creators and leaders, we are supporting our neighbourhoods to become the architects of their future. Knowing that the work you do is meaningful and making a difference for generations to come is a great feeling.

Hutt City Council is a place you'll feel proud to be part of.

Our values



Manaakitanga *Show you care*

We are helpful, compassionate, do good and willingly give our attention.



Kotahitanga *Be Connected*

We seek and appreciate different perspectives, communicate effectively, share our knowledge and skills, and make valuable contributions that our colleagues appreciate.



Rangatiratanga *Have Courage*

We are ambitious, we explore new things, we do the right thing even if it's hard and we deal with issues directly and positively.

Our core capabilities

Our Capability Framework provides a common understanding of the capabilities, behaviours and ways of working needed to contribute to council's success. Our core capabilities are;

Toa Taumata Rau

Work as One Council

He Tātai Muka

People & Performance Focus

He Rangī tā Matawhānui

Open & Adaptable

Te Ringa Tōhau Nui

Business sense

Kāpuia Te Kāhaho

Customer & Community Focus

Te Pae Tawhiti

Future Aware

Within each capability are the skills, knowledge, and behaviours that are expected to be demonstrated, depending on the level of the role.

You can find the full capability framework at careers.huttcity.govt.nz/home

The level of capability required for this role is:



Foundational



Intermediate



Advanced

About the role

Servicing Council, Committee, Subcommittee and Community Board meetings	• Agendas, minutes, action lists, work programmes, reports, etc., are accurate, prepared, and distributed within agreed-upon performance and service standards. • Appropriate planning and preparation are undertaken, in conjunction with the relevant people, for a smooth meeting. • Accurate, appropriate, and timely records are electronically maintained. • Committees of Council and Community Boards are kept informed of all relevant matters relating to their operation. • Proactively assess the current state, identify risks and issues, and keep the Senior Democracy Advisor informed of potential issues. Develop a strategy to manage that risk, which would mitigate the risk. • Respond to questions and enquiries from customers within agreed service standards.
Provide advice on meeting procedures and legislative requirements	• Consistent and accurate advice is provided on Standing Orders. • Consistent and accurate advice is provided on public excluded items. • Proactive advice, support and information are provided to the Mayor, elected members, Corporate Leadership Team, staff, public and interest groups as required.
Chair/s support	• Be the single point of contact for your assigned Chair, building and maintaining a close working relationship. • Develop a sound level of political awareness, judgment and credibility. • Effectively manage or escalate controversial issues. • Manage, maintain, prepare, and coordinate records, reports and associated material confidentially and ensure access is available only to the appropriate audience.
Leadership of Self	• Seek to understand how your work contributes to our organisational priorities. • Role model Council's culture, values and core capabilities. • Proactively look for ways to support our people and do their best. Take a 'one council' approach to teamwork.

	• Have awareness of Te Tiriti o Waitangi and how this applies in a Local Government context • Demonstrate and promote the use of reo Māori and other languages and customs in all that you do.
Planning	Understand and contribute to the team's short-term and long-term strategies and plans.
Customer experience	Contribute towards providing positive internal and external customer experiences.
Stakeholder engagement	Build and develop effective relationships, proactively positively engaging with others.
Navigating change	Be open to changes in how we work, the tools we use, the way we structure ourselves and the mahi we do to continue to meet Council and Community needs. Ask questions and participate positively during change, supporting others to do the same.
Continuous Improvement	Collaborate across team, council and with our partners to explore opportunities for continuous improvement. Champion new and innovative ways of thinking. Identify, recommend and aid in implementing improvements to existing systems and procedures.
Financial acumen	Protect Council's reputation by following policies and making good choices on using council-owned equipment, vehicles and office supplies.
Risk management	Identify risks and hazards and escalate appropriately.
Emergency Management	Actively contribute to and participate in any training, hazard identification and/or risk management and emergency response activities relevant to the role ie: floods, slips and other weather or natural event preparedness.
Health, safety and wellbeing	Actively participate in health and safety activities to create a safety culture based on continuous improvement. Participate in wellbeing activities.

	Prioritise health, safety and wellbeing to ensure we have the appropriate resources, skills and support for staff to work safely. You are familiar with our H&S Manuals, Policies and Process and agree to abide by them.
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About you

Essential	- Degree or similar qualification displaying governance and/or business administration knowledge. - Proficient in Microsoft Office Suite (including Word, Excel, Outlook and PowerPoint) - At least 3+ years' experience in a governance or political advisory role. - Advanced office management and general administration experience. - Ability to undertake research and write effective reports for Council, its committees and/or community boards. - Experience in agenda/minute collation and processes. - Knowledge of relevant local government legislation and able to advise on Standing Orders. - A proven track record of success in providing exceptional meeting, event and/or business support. - Ability to interpret and advise on legislation. - Hold a current and valid New Zealand driver's licence.
Desired	Knowledge and experience working with InfoCouncil, Resolve and Diligent Board Management Software or similar.

Key relationships and delegations

Number of people reporting you	0
Total number of people within your delegation	0
Operating budget	\$5,000
Capital budget	\$ Nil
Core partnerships	Internal: Head of Democratic and Mayoral Services, Democratic

	Services team members, Mayor and Councillors, Community Board Members, Chief Executive, Head of Chief Executive's Office, Head of Mayor's Office, Directors, and key officers in the organisation External: Members of the public, general interest groups, external advisors, and consultants
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Being a Public Servant in Local Government

The purpose of local government is to enable democratic local decision-making and action by, and on behalf of, communities; and to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

By choosing to work at Hutt City Council, you're making a commitment to abide by the Local Government Act 2002 and subsequent Amendment Act 2010. For more information on these acts, please visit: www.legislation.govt.nz and localcouncils.govt.nz

Te Tiriti o Waitangi

Council affirms Te Tiriti o Waitangi as the founding document of Aotearoa and is committed to ensuring Te Tiriti Principles of partnership, protection and participation underpin activities pursuant to the purpose and objectives of Council as they relate to our working environment.

The responsibilities in this role description may change over time due to the nature of our work and to ensure we continue to meet the needs of our community. You may also be required to perform additional duties from time to time. No significant changes to this role description will be made without consultation and agreement by you.