



Position Description

Position Title

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| | | | |
| | | | |
| | | | |

Contract Type

Date



Department



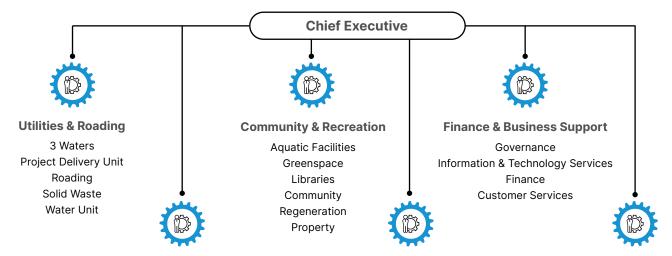
Unit



Team

Rangiora Service Centre -

Organisation Context



Organisational Development & HR

Health Safety & Wellbeing Human Resources

Planning, Regulation & Environment

Building Plan Implementation Environmental Services Development Planning Strategy, Engagement, Economic Development

Communications & Engagement Strategy & Business Emergency Management

Tā mātou mauri

Our principles

| Our purpose | To make Waimakariri a great place to be, in partnership with our communities. | | | | |
|----------------------|---|-----------|-------------------|------------------------------|--|
| Our vision | We are a respectful, progressive team delivering value for our customers. | | | | |
| | We will | | | | |
| Our values | Act with integrity, honesty and trust | | Keep you informed | | |
| values | Do better every day | Take resp | onsibility | Work with you and each other | |
| Our customer promise | We will be professional, approachable and solutions-focused. | | | | |



Position Details

| Purpose of Position | | | | | | | |
|---|---------------------|--------------------|------------|--------------------|-------------|---------------|-------------|
| | | | | | | | |
| Key Relationships | | | | | | | |
| Responsible to | | | | | | | |
| | | | | | | | |
| Responsible for | | | | | | | |
| | | | | | | | |
| Internal | | | Externa | al | | | |
| | | | | | | | |
| | | | | | | | |
| Is there an approved delegate | ed authority for th | nis role? | Yes | No | | | |
| If yes, state limit for role \$: | | | | | | | |
| If yes, is this role responsible | for that budget? | Yes | No | | | | |
| Vetting Requirement (contact | t HR for further a | dvice as re | equired) | | | | |
| Under the NZ Police vetting criteria, t who work with vulnerable populations | | uired to safeg | guard comi | munities by assess | sing the ba | ackgrounds of | individuals |
| This role provides care/protect young people, elderly and/or or | | nining to vu No | ılnerable | e members of s | ociety s | uch as child | Iren, |
| If yes, does this role fall under | r the Childrens Act | t 2014? | Yes | No | | | |
| If yes, this position has been i | dentified as: | | | | | | |

Vetting under the Children's Act 2014 is necessary to ensure the safety and well-being of children by thoroughly assessing individuals who work with them.

Key Result Areas

| KPI (area of responsibility) | Measure (successful when) |
|------------------------------|---------------------------|
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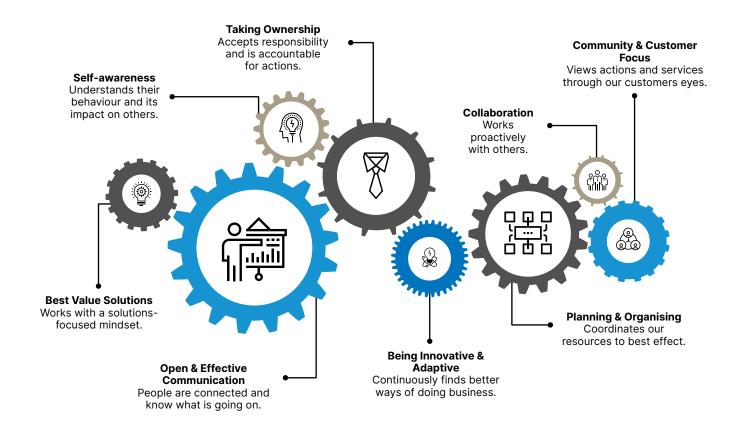
Key Result Areas Continued

| KPI (area of responsibility) | Measure (successful when) |
|------------------------------|---------------------------|
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Person Specification

| Education/Qualifications | |
|--|--|
| Minimum requirement for the role: | |
| Specifications and/or further information: | |
| Knowledge/Experience | |
| Minimum requirement for the role: | |
| Further information: | |
| Attributes | |
| | |
| Skills | |
| | |

Core Competencies



Key Requirements for all Council Staff

- ✓ Embrace principles contained in Tā Mātou Mauri, model the Council's values and continuously seek self-improvement regarding our core competencies.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in disaster recovery and business continuity planning.
- ✓ Take reasonable care for the health and safety of yourself and others at the WDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Ensure that proper account of tikanga Māori and the Treaty of Waitangi is taken in all activities.
- ✓ Maintain an effective partnership with mana whenua as provided for in our agreements and understandings between Council and Te Ngāi Tūāhuriri Rūnanga.

Amendments to Position Description

From time to time it may be necessary to consider changes in the Position Description in response to the changing nature of our work environment – including technological requirements or statutory changes.