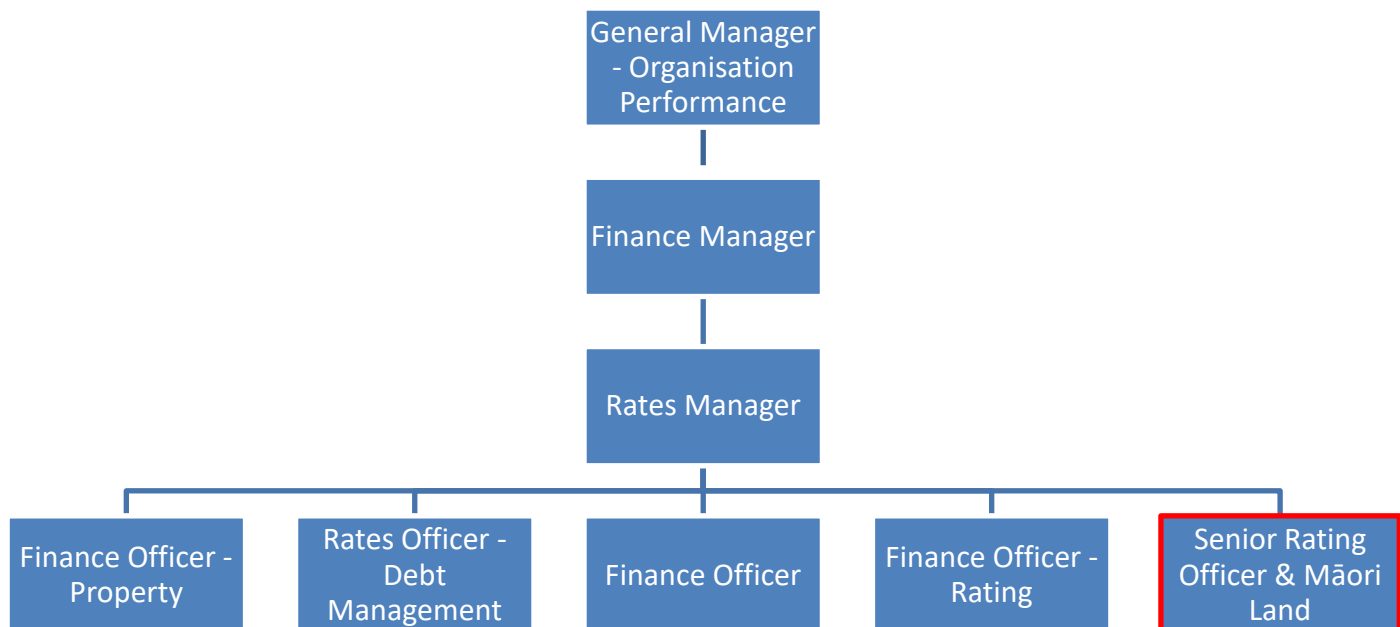


SENIOR RATING OFFICER & MĀORI LAND ĀPIHA MATUA RĒTI ME TE WHENUA MĀORI POSITION DESCRIPTION

POSITION INFORMATION

Group	Organisation Performance
Team	Finance
Reports to	Rates Manager
Direct Reports	Nil
Primary Location	He Whare, 67 Horomatangi Street, Taupō and mobile between various Council Offices and around the district to fulfil key tasks
Financial Authority	\$0

TEAM STRUCTURE



POSITION PURPOSE

This position exists to deliver rates administration and maintenance, provide support for the wider rates team, create reports, to give excellent customer service and build effective relationships with Māori landowners and key Māori organisations.

KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Rating reports, administration and customer relationships	<ul style="list-style-type: none"> Update and maintain the Rating Information Database and associated systems. Process journals to amend rates when required Use Council's reporting tools to maintain data and create databases as required Run the routine and pay the Council rates each quarter Reconcile the General Ledger to the Rates Ledger each month Liaise with auditors as required Prepare and process rates journals for any rates amendments Process rate refunds as required Supply any statistics which may be required for analysis All verbal and written communication is professional and accurate All customer queries are researched thoroughly, and a timely response is provided To assist in the management and daily running of the rates function in the absence of the Rates Manager To undertake the more technical functions for rates and attend ongoing training where required Provide assistance and direction to the wider rates team members when required
Educate Māori landowners on rating legislation and Council policies	<ul style="list-style-type: none"> Organise and facilitate meetings/hui with Trusts, whanau groups, marae committees, landowners etc. Provide education on the rateability of Māori land Provide education on Rating Valuations for Māori land Provide education on Council's Māori land rates remission policy Hand-outs and information readily available Perceptions around rates debt inhibiting development of Māori land are clarified Positive development of new and current policies, to address Māori land rating issues
Maintain Māori Land Information	<ul style="list-style-type: none"> Managing and maintaining Māori land records ensuring accurate and up to date information is held Searching Māori land Court records Māori Land online Māori Land Court online Land Information online Linz data service online Land Information New Zealand Locating owners and ascertaining correct postal addresses Have an extensive knowledge on Māori freehold land within the Taupō district Council's records reflect accurate ownership details as per section 92, 93, 94, 95 and 96 of the LGRA. Number of owners is recorded and maintained

Responsibility	Key Functions/outcome
Health & Safety and Wellbeing	<ul style="list-style-type: none"> Model a culture of safety and wellbeing for your staff (if in a Supervisor/Manager position) Take responsibility for your own health and safety Ensure your own actions keep self and others safe Identify, report and assist to eliminate hazards/risks in workplace Participate in local workplace safety management practices Participate in workplace wellbeing initiatives Ensure compliance under Health and Safety at Work Act 2015
Project Management	<ul style="list-style-type: none"> Undertakes projects and/or other initiatives that may be assigned by the manager or ELT
Emergency Management	<ul style="list-style-type: none"> Participates in civil defence emergency management (CDEM) events and training if required

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> Finance Team Digital Solutions Team Land and Property staff Other Council staff Rates Manager Customer Support Team Business Support Team GIS staff 	<ul style="list-style-type: none"> Ratepayers and general public Local Government Agencies Solicitors Valuation Service Provider Banking Institutions Real Estate Agents Water meter account holders Tuwharetoa Māori Trust Board Māori Trusts Iwi/Hapu groups Māori Land Court Te Puni Kōkiri Te Tum Paerora Tuwharetoa Marae Committees

Six key behaviours summarise how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

PERSON SPECIFICATION

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> University Entrance pass or equivalent level of learning through experience 	<ul style="list-style-type: none"> Local Government (Rating) Act 2002

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> Team player Excellent communicator Ability to multitask Attention to detail 	<ul style="list-style-type: none"> Affiliation with Taupō

Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> Excel expertise (ability to work with complex formulas) Articulate written communication Word expertise (ability to mail merge) Financial reconciliations Accounting principles Customer service Māori protocols 	<ul style="list-style-type: none"> Knowledge of Local Government (Rating) Act 2002 Knowledge of computer rating systems (TechnologyOne) Rating experience Communication and interpersonal skills

Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.

	Manager	Employee
Name		
Signature		
Date		