

# Position Description

**Position Title**

**Location**



**Department**

**Contract Type**



**Unit**

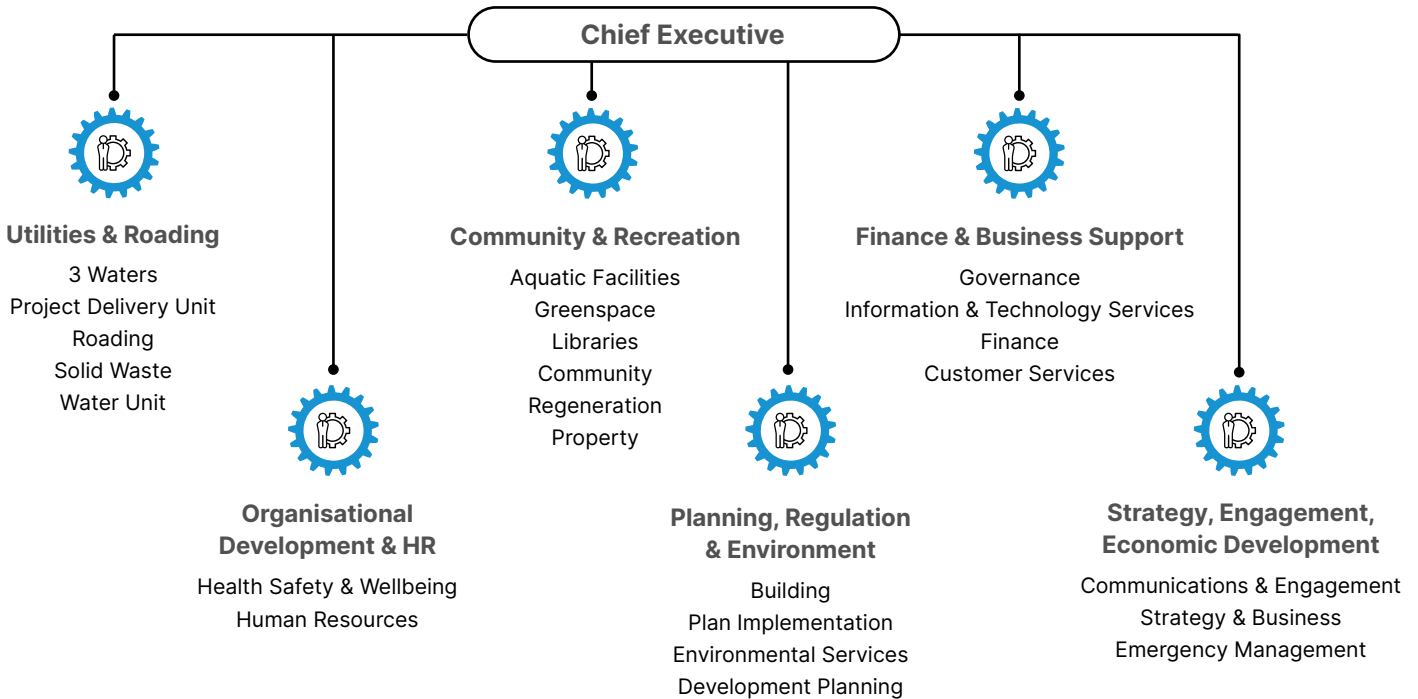
**Date**



**Team**

Rangiora Service Centre –

## Organisation Context



# Tā mātou mauri

## Our principles

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

# Position Details

## Purpose of Position

## Key Relationships

**Responsible to**

**Responsible for**

**Internal**

**External**

**Is there an approved delegated authority for this role?**    Yes    No

**If yes, state limit for role \$:**

**If yes, is this role responsible for that budget?**    Yes    No

### **Vetting Requirement (contact HR for further advice as required)**

*Under the NZ Police vetting criteria, thorough vetting is required to safeguard communities by assessing the backgrounds of individuals who work with vulnerable populations.*

This role provides care/protection/education/training to vulnerable members of society such as children, young people, elderly and/or disabled.    Yes    No

**If yes, does this role fall under the Childrens Act 2014?**    Yes    No

**If yes, this position has been identified 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)

|  |
|--|
|  |
|--|

|  |
|--|
|  |
|--|

|  |
|--|
|  |
|--|

|  |
|--|
|  |
|--|

|  |
|--|
|  |
|--|

|  |
|--|
|  |
|--|

|  |
|--|
|  |
|--|

|  |
|--|
|  |
|--|

|  |
|--|
|  |
|--|

|  |
|--|
|  |
|--|

## Key Result Areas Continued

**KPI** (area of responsibility)

**Measure** (successful when)

|  |
|--|
|  |
|--|

|  |
|--|
|  |
|--|

|  |
|--|
|  |
|--|

|  |
|--|
|  |
|--|

|  |
|--|
|  |
|--|

|  |
|--|
|  |
|--|

|  |
|--|
|  |
|--|

|  |
|--|
|  |
|--|

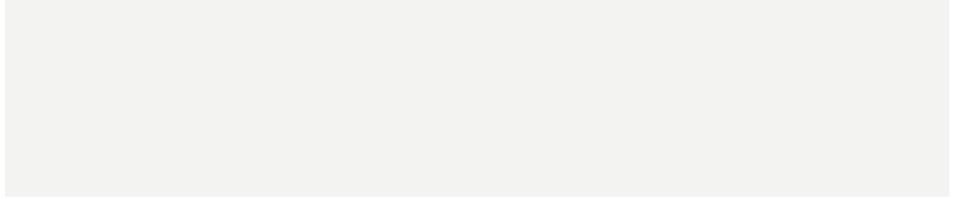
|  |
|--|
|  |
|--|

|  |
|--|
|  |
|--|

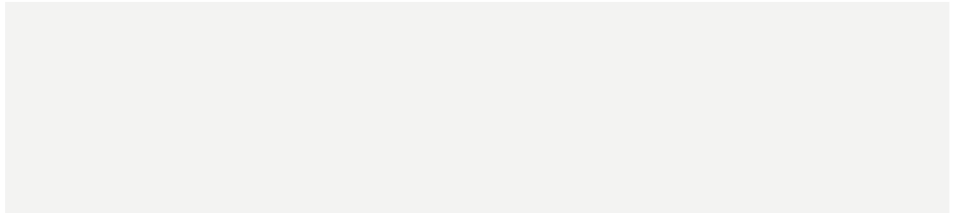
# Person Specification

## Education/Qualifications

Minimum requirement for the role:

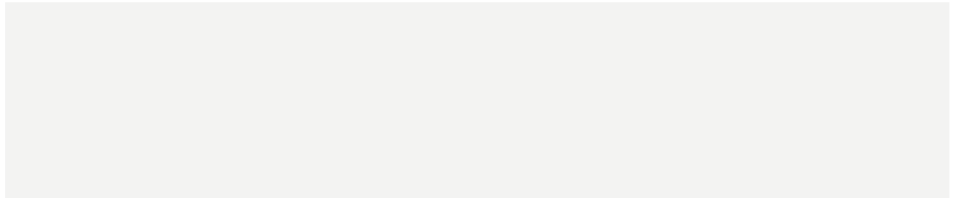


Specifications and/or further information:

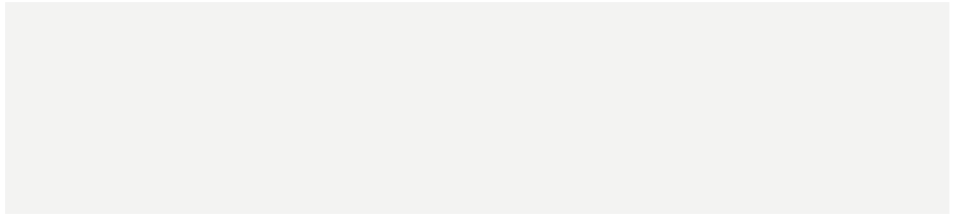


## Knowledge/Experience

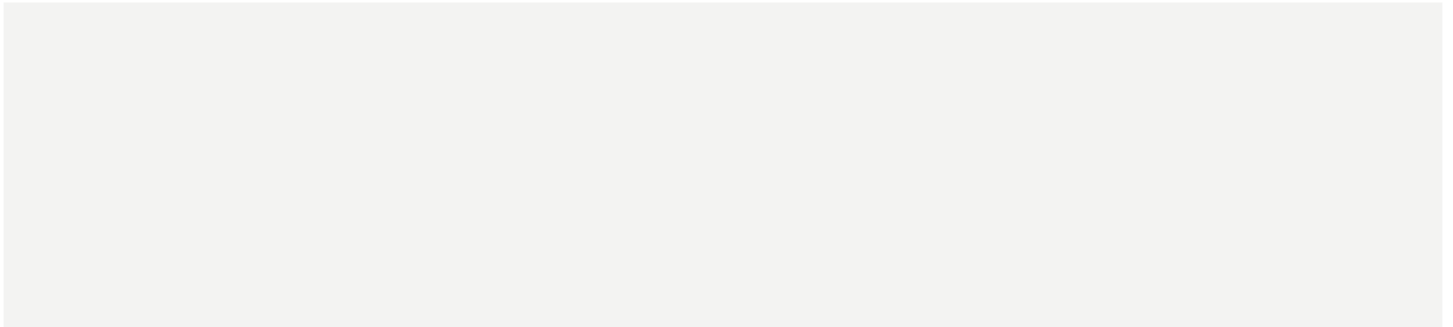
Minimum requirement for the role:



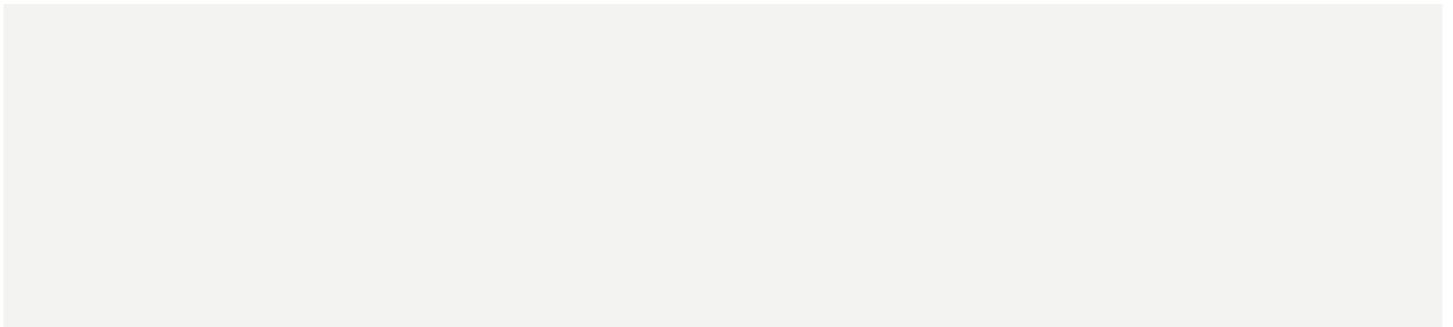
Further information:



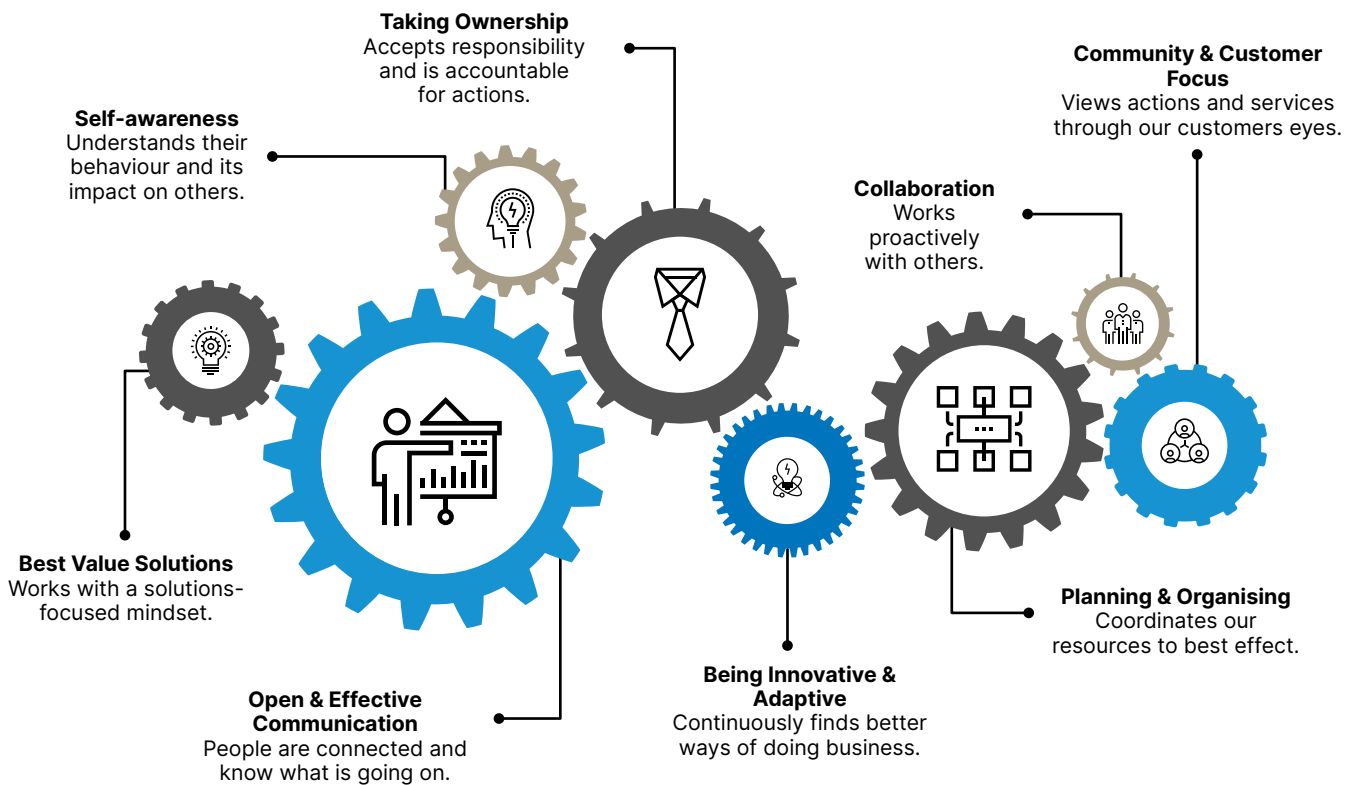
## Attributes



## 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.

Position Description approved by

Date