

Position Description

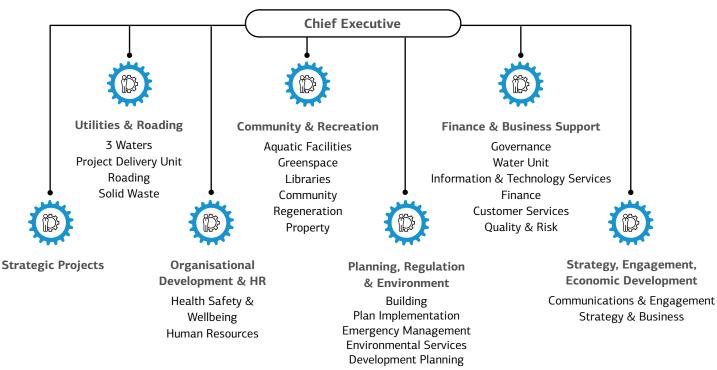
Position Title

Location

Contract Type

Date





ePartment

Unit

Team

Tā mātou mauri

Our principles

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



waimakariri.govt.nz

Purpose of Position

Key Relationships

Responsible to

Responsible for

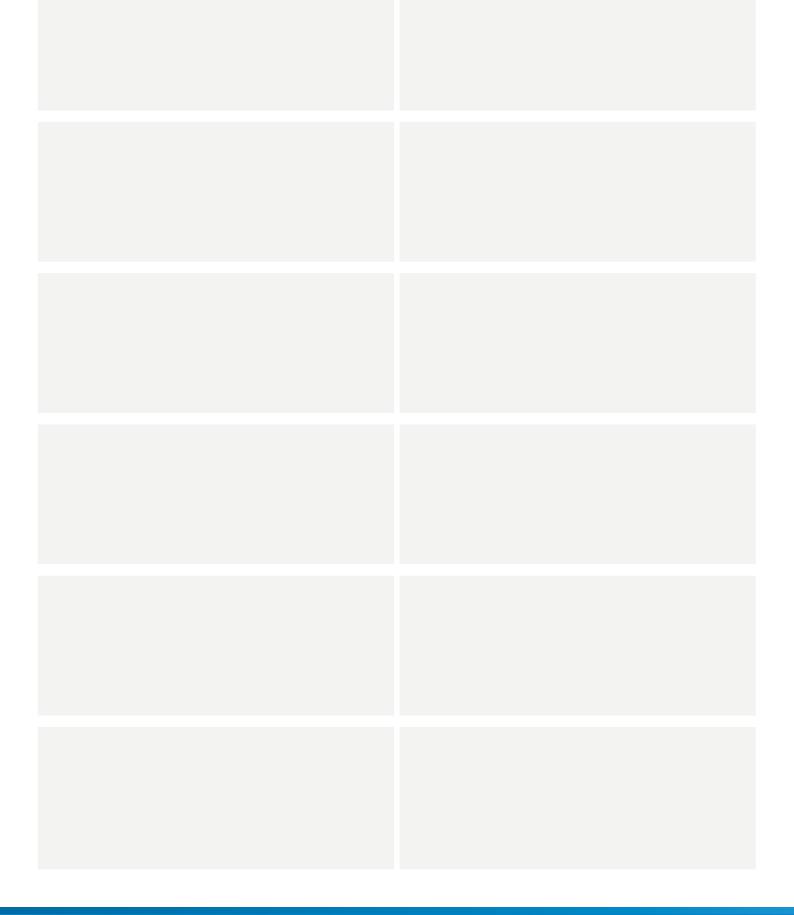
Internal

External

Key Result Areas

KPI (area of responsibility)

Measure (successful when)

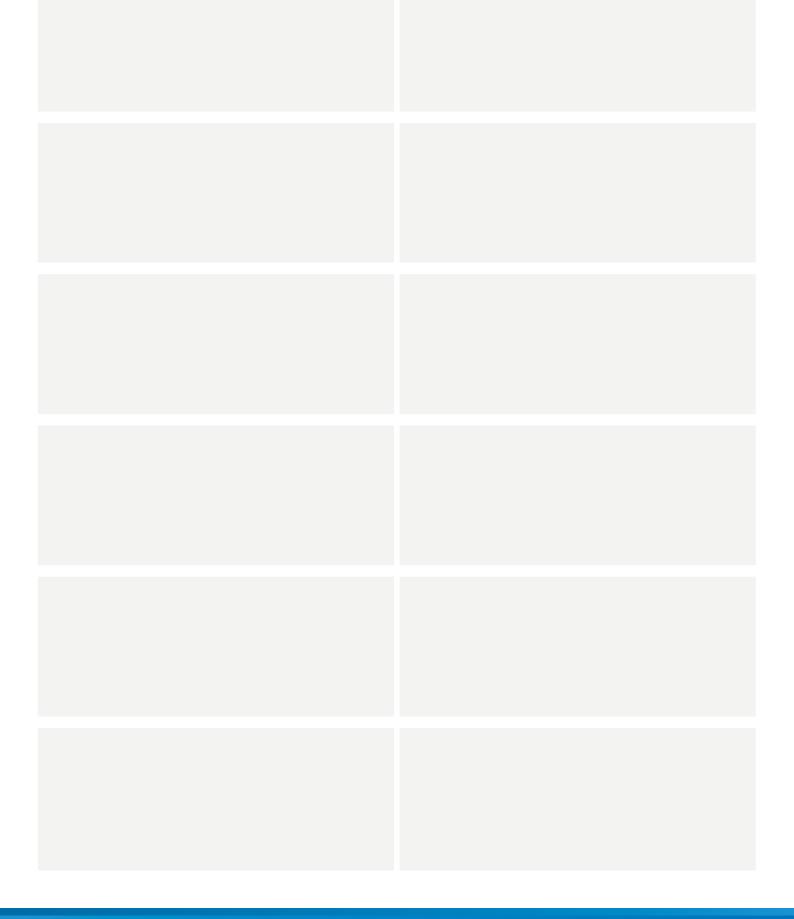


Waimakariri District Council Position Description -

Key Result Areas Continued

KPI (area of responsibility)

Measure (successful when)



Waimakariri District Council Position Description -

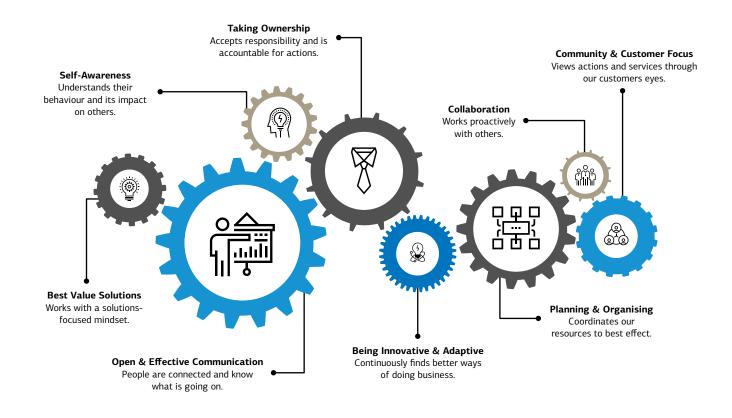
Education / Qualifications

Knowledge / Experience

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