

Position Description

Position Title

Location



Department

Contract Type



Unit

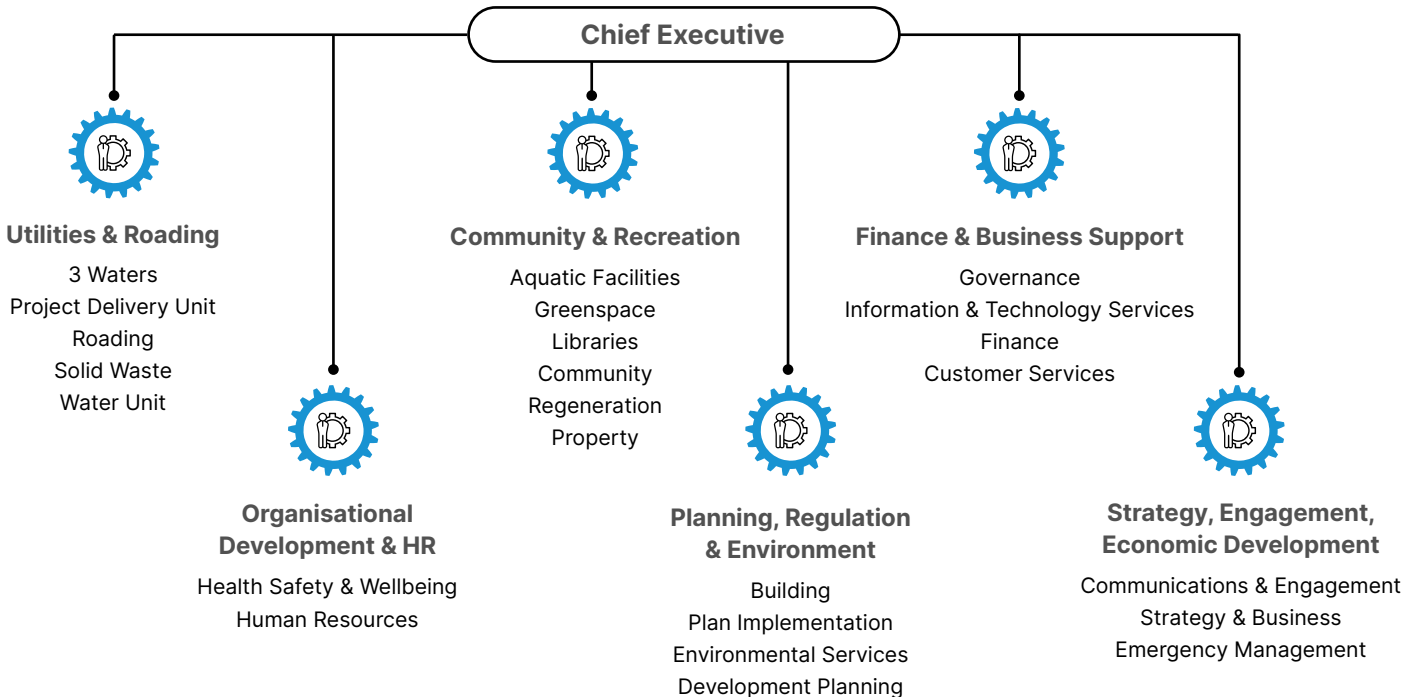
Date



Team

Rangiora Service Centre –

Organisation Context



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.		
Our values	We will...		
	Act with integrity, honesty and trust	Keep you informed	
	Do better every day	Take responsibility	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

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

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)

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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

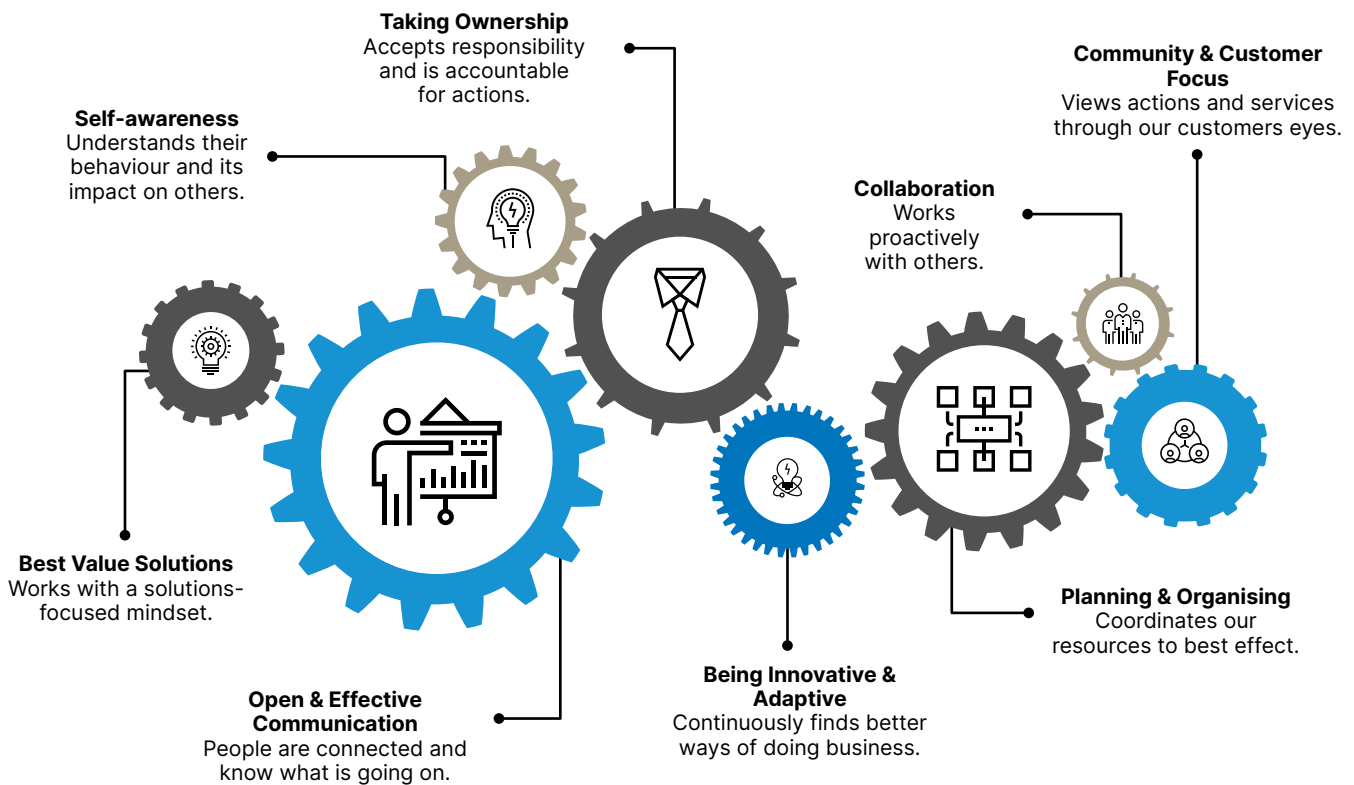
Minimum requirement for the role:

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.

Position Description approved by

Date